D101.2:R 31/44

MAR 4 1986

ADJUTANT GENERAL SCHOOL

COMMUNITY ACTIVITIES SCHOOL

RECRUITING AND RETENTION SCHOOL

COMPUTER SCIENCE SCHOOL

SCHOOL OF MUSIC

FINANCE SCHOOL

ROTC SCHOOL

SOLDIER PHYSICAL FITNESS SCHOOL

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE

IES 364

COMPLETED 113

ORIGINAL

FY 86 RESIDENT COURSE CATALOG

FORT BENJAMIN HARRISON,
INDIANA 46216

BEST COPY AVAILABLE

ceb

DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216

ATSG-DTI-A

8 January 1986

SUBJECT: Fiscal Year 1986 U.S. Army Soldier Support Institute Resident Course Catalog

SEE DISTRIBUTION

1. Reference:

a. DA Pamphlet 351-4, Army Formal Schools Catalog, 16 July 1985.

b. TRADOC Pamphlet 350-1, Fiscal Year 1986 Schedule of Classes Officer and Enlisted Courses, US Army Service Schools and Army Training Centers, 1 August 1985.

2. This resident course catalog is published for information purposes to provide an overview of the courses conducted at the U.S. Army Soldier Support Institute (USASSI). The data reflected in this catalog was extracted from approved Course Administrative Data (CAD) submissions, formal course programs of instruction (POI), and from the latest Structure Manning Decision Review (SMDR) data available to the USASSI at time of printing. Significant changes will be provided addressees in the form of "pull page" numbered changes.

3. The proponent of this catalog is the Directorate of Training and Doctrine. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTD, ATTN: ATSG-DTI-A.

4. USASSI POC for this catalog is Mr. Herbert G. Gotshall, extension (AUTOVON 699-/FTS 317-542-) 4307.

FOR THE COMMANDER:

DONALD J. MORGAN
Colonel, AG
Director, Training and Doctrine

DISTRIBUTION:

Assistant Commandant (1)
Deputy Assistant Commandant (1)
Sergeant Major (1)
Director, Training and Doctrine (100)
Director, Combat Developments (2)

I

BEST COPY AVAILABLE

ATSG-DTI-A 8 January 1986
SUBJECT: Fiscal Year 1986 U.S. Army Soldier Support Institute Resident Course Catalog

Director, Evaluation and Standardization (2)
Director, Soldier Advocacy (1)
Chief, Army Bands (2)
Director, AG School (25)
Director, Community Activities School (10)
Director, Computer Science School (10)
Director, Finance School (15)
Director, ROTC School (3)
Director, Recruiting and Retention School (15)
Commandant, U.S. Army Element-School of Music, ATTN: ATTG-SM, NAVPHIBASE (Lcrk), Norfolk, VA 23521-5170 (5) (Through Chief, Army Bands.)
Director, Soldier Physical Fitness School (10)
Director, Combined Arms Department (10)
Director, Force Integration-Manning the Force (5)
Chaplain (1)
School Secretary (5)

CF:
Commander, SSC (1)
Chief of Staff, SSC (1)
Command Sergeant Major, SSC (1)
Secretary General Staff, SSC (2)
Commander, Troop Brigade (10)
Inspector General, SSC (1)
Commander, 4th CST Brigade, Fort Jackson, SC 29207 (1)
Commander, 11th Battalion, 4th CST Brigade, Fort Jackson, SC 29207 (1)
Commander, 14th Battalion, 4th CST Brigade, Fort Jackson, SC 29207 (1)
Course Director, Personnel Records Specialist Course (MOS 75D), 11th Battalion, 4th CST Brigade, Fort Jackson, SC 29207 (1)
Course Director, Personnel Actions Specialist Course (MOS 75E), 11th Battalion, 4th CST Brigade, Fort Jackson, SC 29207 (1)
Course Director, Administrative Specialist Course (MOS 71L), 14th Battalion, 4th CST Brigade, Fort Jackson, SC 29207 (1)

II

BEST COPY AVAILABLE

PREFACE

1. The purpose of this catalog is to provide descriptions of the resident courses taught at the United States Army Soldier Support Institute (USASSI) in Fiscal Year 1986. It is intended for internal use as a desk reference, however, it will be available for use by external agencies upon request. Other uses of the catalog are:

a. A reference document for use during the Structure Manning Decision Review (SMDR) process.

b. An ehibit to the reaccreditation package to the North Central Association of Colleges and Schools.

c. A reference during the American Council of Education Evaluation.

2. Resident instruction at USASSI is provided by seven subordinate schools at Fort Benjamin Harrison, Indiana and the U.S. Army Element, School of Music, Naval Amphibious Base, Little Creek, Norfolk, Virginia.

3. All school attendance quotas for USASSI are allocated by HQDA and HQ TRADOC and should be obtained through normal command channels. Personnel desiring to attend training at the USASSI should consult with their commander/supervisor and refer to the applicable provisions of DA Pamphlet 600-8, Management and Administrative Procedures; DA Pamphlet 351-4, Army Formal Schools Catalog; and TRADOC Pamphlet 350-1, Fiscal Year 1986 Schedule of Classes Officer and Enlisted Courses, US Army Service Schools and Army Training Centers. Military personnel selected for attendance at USASSI schools must meet the height and weight standards of AR 600-9, The Army Weight Control Program. All military students attending USASSI courses are required to participate in physical readiness training a minimum of 1 hour each training day, to include a 2-mile run. Upon arrival at the USASSI, military students should have in their possession appropriate seasonal physical training wearing apparel; e.g., running shoes, shorts, sweatsuit. Military personnel attending certain courses of 56 days or longer are required to pass the Army Physical Fitness Test (APFT) as a graduation requirement.

4. Military personnel should bring their entire "clothing bag" allowance of uniforms and associated items. Generic uniform requirements do not exist at the USASSI and the uniform of the day is that appropriate to the course being attended, holiday, or special occasion as directed by the Commander, U.S. Army Soldier Support Center; Deputy Commandant, U.S. Army Soldier Support Institute; and/or Commander, Troop Brigade.

5. The Directorate of Training and Doctrine (DOTD), USASSI is the proponent of this catalog. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTD, ATTN: ATSG-DTI-A.

BEST COPY AVAILABLE

INDEX

PAGE

ADJUTANT GENERAL SCHOOL

- Adjutant General Officer Basic Course (7-12-C20-42A)..... 1-1
- Adjutant General Officer Advanced Course (7-12-C22)..... 1-2
- Military Personnel Officer/Personnel Technician Course (7C-42A/711A0)..... 1-3
- Administrative Warrant Officer Advanced Course (7-12-C32)..... 1-4
- Executive Administrative Assistant Course (511-71C10)..... 1-5
- Legal Specialist Course (512-71D10/512-71D10[ST])..... 1-6
- Personnel Administration Specialist Course (500-75B10/500-75B10[ST])..... 1-7
- Personnel Management Specialist Course (500-75C10/500-75C10[ST])..... 1-8
- Personnel Information System Management Specialist (500-75F10/500-75F10[ST])..... 1-9
- Postal Operations Course (7A-42B/515-ASIF5)..... 1-10
- Legal Specialist Basic Noncommissioned Officer Course (BNCOC) (512-71D30)..... 1-12
- Administrative Specialist BNCOC (510-71L30)..... 1-13
- Personnel Administration Specialist BNCOC (500-75B30)..... 1-14
- Military Personnel Office (MILPO) BNCOC (To Be Determined)..... 1-15
- Personnel Information System Management Specialist BNCOC (500-75F30)..... 1-16
- Administrative Advanced NCO Course (5-71-C42) (MOS 71C and MOS 71L)..... 1-17
- Administrative Advanced NCO Course (5-71-C42) (MOS 71D and MOS 71E)..... 1-18
- Administrative Advanced NCO Course (5-71-C42) (MOS 75B, MOS 75C, MOS 75D, MOS 75E, MOS 75F, and MOS 75Z)..... 1-19
- Personnel Senior Sergeant Course (500-75Z40)..... 1-20
- Adjutant General Pre-Command Course (7C-F25(P)..... 1-21
- Postal Supervisor Course (7A-F59/510-F7)..... 1-22
- Personnel Administration (Non-US) Course (7C-F4X)..... 1-23
- SIDPERS Computer Terminal Operation Course (531-F8) (MOS 75B, MOS 75C, and MOS 75F)..... 1-24

FINANCE SCHOOL

- Finance Officer Basic Course (7-14-C20-44C)..... 2-1
- Finance Officer Advanced Course (7-14-C22)..... 2-2
- Finance Officer Advanced Course (Nonresident/Resident) (7-14-C23)..... 2-3
- Finance Specialist Course (542-73C10)..... 2-4
- Accounting Specialist Course (541-73D10)..... 2-5
- Finance Specialist BNCOC (542-73C30)..... 2-6
- Administrative Advanced NCO Course (5-71-C42) (MOS 73C and MOS 73D)..... 2-7

BEST COPY AVAILABLE

PAGE

FINANCE SCHOOL (CONTINUED)

- Advanced Comptrollership Course (7D-F16)..... 2-8
- Central Accounting Officer Course (7D-F15)..... 2-9
- Resource Management Intern Course (7D-F13)..... 2-10
- Financial Management (Non-US) Course (7D-F10X)..... 2-11
- JUMPS-Army Management Training Course (7D-F12/542-F2)..... 2-12
- Military Accounting Course (MAC) (7D-44B/541-F4)..... 2-13
- Military Comptrollership Course (7D-45A)..... 2-14
- Planning, Programing and Budgeting Systems Course (7D-45B/541-F2)..... 2-15
- Travel Clerk Course (542-F4)..... 2-16
- Travel Supervisor Course (542-F5)..... 2-17

COMPUTER SCIENCE SCHOOL

- Systems Automation Course (7E-53A/7E-741A)..... 3-1
- Computer/Machine Operator Course (531-74D10/531-74D10[ST])..... 3-2
- Programmer/Analyst Course (532-74F10/532-74F10[ST])..... 3-3
- Computer/Machine Operator BNCOC (531-74D30)..... 3-4
- Programmer/Analyst BNCOC (532-74F30)..... 3-5
- Data Processing Equipment Operations Advanced NCO Course (5-741-C42)..... 3-6
- DAS3 (D/C) Operator Course (7E-F28/531-ASIM6)..... 3-7
- DAS3 (D/C) Software Course (7E-F29/532-F2)..... 3-8

COMMUNITY ACTIVITIES SCHOOL

- Director of Personnel and Community Affairs (DPCA)/G1 Course (7C-F15)..... 4-1
- Battalion S1 Course (7C-F14)..... 4-2
- Club Management Course (8E-43A/8E-021A0/800-00J50)..... 4-3
- Administrative Advanced NCO Course (5-71-C42) (MOS 00J)..... 4-4
- Army Community Service Course (7N-F2/501-F15)..... 4-5
- Army Community Service Management Course (000-F6 [P])..... 4-6
- Morale Support Officer Course (7N-43C/562-F1)..... 4-7

RECRUITING AND RETENTION SCHOOL

- Army Recruiter Course (501-SQI4)..... 5-1
- Recruitment and Retention NCO Advanced Course (5-79-C42)..... 5-2
- Recruiting Station Commander Course (501-F2)..... 5-3
- Guidance Counselor Course (501-F6)..... 5-4
- Professional Development NCO Course (501-F7)..... 5-5
- Nurse Recruiting Course (To Be Determined)..... 5-6
- Recruiting Officer Orientation Course (7C-F13)..... 5-7
- Army Retention NCO Course (501-00R30)..... 5-8
- Recruitment and Retention NCO Advanced Course (5-79-C42)..... 5-9
- Reenlistment Officer Course (7C-F17)..... 5-10
- ARNG Recruiter Course (501-00E20-ARNG)..... 5-11

V

BEST COPY AVAILABLE

PAGE

RECRUITING AND RETENTION SCHOOL (CONTINUED)

- o ARNG Recruiting Advanced Course (501-F5)..... 5-12
- o ARNG Retention NCO Course (501-79D30-ARNG)..... 5-13
- o ARNG Advanced Retention NCO Course (501-F12-ARNG)..... 5-14
- o ARNG Retention Manager Course (7C-F19/501-F10-ARNG)..... 5-15
- o ARNG Recruiting and Retention Manager Course (7C-F21)..... 5-16
- o USAR Retention NCO Course (501-79D30-USAR)..... 5-17
- o USAR Advanced Retention NCO Course (501-F13-USAR)..... 5-18
- o U.S. Army Reserve Retention Manager Course (7C-F20/501-F11-USAR)..... 5-19
- o RC In-Servide Recruiter Course (501-F14-RC)..... 5-20

SOLDIER PHYSICAL FITNESS SCHOOL

- o Physical Activities Specialist Course (562-03C10)..... 6-1
- o Administrative Advanced NCO Course (5-71-C42) (MOS 03C)..... 6-2
- o Master Fitness Trainer Course (7B-F7/562-F2)..... 6-3
- o Reserve Component Master Fitness Trainer Course (7B-F9/562-F4-RC)..... 6-4
- o Physical Activities Specialist Transition Course (562-03C10/20/30)..... 6-5

RESERVE OFFICER TRAINING CORPS SCHOOL

- o TRADOC ROTC Orientation and Enrollment Program (7C-F18/500-F9)..... 7-1
- o ROTC Commander's Course (To Be Determined)..... 7-2
- o ROTC Leader's Course (7C-F18/500-F9)..... 7-3

U.S. ARMY ELEMENT, SCHOOL OF MUSIC

- o Bandsman Basic Instrumentalist Course (450-F1-02B10 through 02N10 and 02T10)..... 8-1

FORCE INTEGRATION - MANNING THE FORCE

- o Force Integration - Manning the Force (7D-F14/500-F8)..... 9-1
- o Manpower and Personnel Integration (MANPRINT) Action Officer Course (To Be Determined)..... 9-2
- o Manpower and Personnel Integration (MANPRINT) Manager Course (To Be Determined)..... 9-3

Glossary..... G-1

VII

BEST COPY AVAILABLE

ADJUTANT GENERAL SCHOOL

MISSION: **To provide personnel and professional resident and nonresident instruction and Mobile Training Team (MTT) personnel instruction. Has responsibility for the development and publication of doctrine in AG related areas and for performing that portion of the SSC proponency mission involving AG topics, specialties and MOS. Serves as the nominal home of the Adjutant General Corps.**

BEST COPY AVAILABLE

ADJUTANT GENERAL OFFICER BASIC COURSE

COURSE NUMBER: 7-12-C20-42A

PURPOSE: To prepare newly commissioned Adjutant General Corps Officers for for their initial duty assignments to responsible personnel and administrative management positions. Sepcialty for which trained: Administrative and Personnel Systems Management, 42A.

PREREQUISITES: Newly commissioned lieutenants (Active Army or Reserve Components) whose actual or anticipated assignment is to the Adjutant General Corps. No security clearance required. Obligated service for active Army officers: None.

SCOPE: The Administrative and Personnel Systems Management Basic Course consists of three major areas of instruction. The Combat Survival Skills curriculum is designed to prepare SC 42 officers to support combat operations on the modern battlefeild. The career management curriculum is designed to emphasize leadership, organizational management and administrative skills necessary to support wartime doctrine. The specialty curriculum stresses the administrative and personnel system skills unique to the officers assigned to SSI 42A.

COURSE LENGTH:	Peacetime	Mobilization
	16 Weeks	9 Weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 624

BEST COPY AVAILABLE

ADJUTANT GENERAL OFFICER ADVANCED COURSE

COURSE NUMBER: 7-12-C22

PURPOSE: To train selected Adjutant General Corps Officer to assume personnel and administrative responsibilities at managerial and supervisory levels and to lead, train, fight, and maintain units. SSI for which trained: 42A.

PREREQUISITES: Active Army and Reserve Component commissioned officers in the grade of first lieutenant or higher who have completed the Adjutant General Officer Basic Course or equivalent basic course, resident or non-resident. Security clearance required: CONFIDENTIAL

SCOPE: Primary emphasis or training will be placed on teaching the student tasks, skills, and knowledge needed to be an effective SC 42 personnel and administrative specialist. The training will also develop the officer's problem solving capabilities, managerial techniques, and the character attributes needed to be a good leader.

COURSE LENGTH:	Peacetime	Mobilization
	20 Weeks	6 Weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 313

BEST COPY AVAILABLE

MILITARY PERSONNEL OFFICER/PERSONNEL TECHNICIAN COURSE

COURSE NUMBER: 7C-42A/711A0

PURPOSE: To provide commissioned officers and warrant officers with a working knowledge in the duties required of a Military Personnel Officer or Personnel Technician in a Personnel Services Division, Personnel Services Company, Consolidated Personnel Office, or Separate Unit Personnel Section. SSI/MOS for which trained: Commissioned Officer: Personnel Officer (42A), Warrant Officer: Personnel Technician (711A0).

PREREQUISITES: Commissioned Officers: Grade of major or below. Active Army officers will attend this course when under orders for assignment to a Personnel Servises Division, Personnel Services Company, Post Military Personnel Division, Unit Personnel Section, or other personnel support activity. Reserve Component personnel whose actual or anticipated assignment is to a personnel position may attend. Obligated service for Active Army officers: None. Security clearance required: None.

Warrant Officers: Active Army warrant officers appointed initially in MOS 711A0 who are en route to initial personnel officer assignments; those selected for cross-training in MOS 711A0 prior to reporting to first personnel office assignment; or those warrant officers who have not completed resident course in their Primary MOS and are under change of station assignment orders. Reserve Component warrant officers holding MOS 711A0 or those selected for cross-training in MOS 711A0. Obligated service for Active Army warrant officers: None. Security clearance required: None.

SCOPE: See Purpose

COURSE LENGTH:

Peacetime	Mobilization
5 Weeks	4 weeks, 1 day

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216

REMARKS: FY 86 input: 216

BEST COPY AVAILABLE

ADMINISTRATIVE WARRANT OFFICER ADVANCED COURSE

COURSE NUMBER: 7-12-C32

PURPOSE: To provide selected warrant officers with those skills and knowledges required to successfully perform in mid-level positions. MOS for which trained: None.

PREREQUISITES: Warrant officers qualified in MOS 021A, 031A, 711A, 71ZA, 713A, and 741A. Minimum 5 years, maximum 11 years warrant officer service. Obligation service after completing course: None. Security clearance required: SECRET.

SCOPE: The Administrative Warrant Officer Advanced Courses expands and enhances managerial and professional skills related to the daily duties of warrant officers in the administrative fields.

COURSE LENGTH:	Peacetime	Mobilization
	10 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 73

BEST COPY AVAILABLE

EXECUTIVE ADMINISTRATIVE ASSISTANT COURSE

NUMBER: 511-71C10

PURPOSE: To train enlisted personnel to transcribe from electro-mechanical audio-dictation devices, using an electronic typewriter, to type at a minimum speed of 45 net words per minute and to perform secretarial duties required to support the administrative requirements of a senior officer (05 and above). MOS for which trained: Executive Administrative Assistant (71C10).

PREREQUISITES: Active Army and Reserve Component in grades E4, ST score of 100 or higher, a typing score of 35 net words per minute, and a grade level score of 11.0 or higher as measured by the Test of Adult Basic Education, Form D (TABE-D). Eleven months of active duty service remaining after completion of course for active duty personnel. Security clearance required: Course, NONE; MOS, SECRET.

SPECIAL INFORMATION: Course is also open to E5 and E6 who meet the minimum course prerequisites. Attendees will be tested prior to selection by MILPERCEN for attendance at the course.

SCOPE: Advanced typing skills, familiarization with word processing equipment and usage, transcription from audio tapes; English grammar, word usage and spelling; writing, sending, receiving, accepting and regretting invitations; telephon e etiquette, greeting visitors; calendar maintenance and time management; social usage and protocol; drafting correspondence; receiving incoming and dispatching outgoing correspondence.

LENGTH:	Peacetime	Mobilization
	12 weeks	8 weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 406

BEST COPY AVAILABLE

LEGAL SPECIALIST COURSE

COURSE NUMBER: 512-71D10/512-71D10(ST)

PURPOSE: To train selected personnel to become Legal Specialists and to perform associated critical tasks at Skill Level 1. MOS for which trained: Legal Specialist (71D10).

PREREQUISITES: Active Army and Reserve Component. Aptitude area and minimum score: CL 110. Active duty service after completion of course for Active Army personnel: 10 months or more. Security clearance required: Course, NONE; MOS, SECRET. No record of disciplinary action under the UCMJ (Article 15 waivable by HQDA [DAPC-EPM-A] with OTJAG, HQDA, approval), and no record of civil conviction other than minor traffic offenses. No record or time lost under Section 972, 10 U.S.C. (see Appendix 3, MCM) (waivable by HQDA [DAPC-EPM-A] with OTJAG, HQDA, approval). No pattern of undesirable behavior as evidenced by civilian or military records.

SCOPE: Nonjudicial punishment, pre-trial and post-trial procedures for summary, special, general courts-martial and administrative eliminations. Typing, utilization of word processing equipment, military correspondence and general clerical skills.

COURSE LENGTH:	Peacetime	Mobilization
	10 weeks, 3 days	6 weeks, 6 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 712

BEST COPY AVAILABLE

PERSONNEL ADMINISTRATION SPECIALIST COURSE

COURSE NUMBER: 500-75B10/500-75B10(ST)

PURPOSE: To train enlisted personnel to become Personnel Administration Specialists and to perform associated critical tasks at Skill Level 1. 1. MOS for which trained: Personnel Administration Specialist (75B10).

PREREQUISITES: Active Army or Reserve Component. CL score of 95 or higher. None months active duty service remaining requirement after completion of course for Active Army personnel. Security clearance required: Course, NONE; MOS, none. Typing of 20 net words per minute required prior to graduation.

SCOPE: Personnel actions (favorable/unfavorable), SIDPERS (Input/Output), personnel accountability, and pay related documents. Straight copy typing, military correspondence, and familarization with TACCS equipment.

COURSE LENGTH:	Peacetime	Mobilization
	8 weeks, 2 days	6 weeks, 5 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 1817

BEST COPY AVAILABLE

PERSONNEL MANAGEMENT SPECIALIST COURSE

COURSE NUMBER: 500-75C10/500-75C10(ST)

PURPOSE: To train enlisted and civilian personnel to become Personnel Management Specialists and to apply the principels of military personnel management. MOS for which trained: Personnel Management Specialist (75C10).

PREREQUISITES: Active Army and Reserve Component. CL score of 95 or higher. Nine months active duty service remaining requirement after completion of course. Four years enlistment requirement. Civilian personnel, GS-05 and below.
All attendees: No record of action that would reflect adversely upon the individual's integrity. Typing of 20 net words per minute required prior to graduation. Security clearance required: Course, NONE; MOS, NONE.

SCOPE: Processing of classification and reclassification actions, determining proper assignments and utilization, requesting orders, SIDPERS, using military publications, reviewing/determining proper enlisted promotions, basic Army correspondence and administration, general military subjects, processing and response to CAP III/PERDIMS-E reassignment data, and familarization with TACCS equipment.

COURSE LENGTH:	Peacetime	Mobilization
	10 weeks, 3 days	5 weeks, 4 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 891

BEST COPY AVAILABLE

PERSONNEL INFORMATION SYSTEM MANAGEMENT SPECIALIST COURSE

COURSE NUMBER: 500-75F10/500-75F10(ST)

PURPOSE: To train enlisted personnel to become Personnel Information System Management Specialists and to perform associated critical tasks at Skill Level 1. MOS for which trained: Personnel Infoamation System Management Specialist (75F10).

PREREQUISITES: Active Army and Reserve Components. CL score of 105 or higher. Nine months active duty service remaining requirement after completion of course for Active Army personnel. Must have high school diploma. Security clearance required: Course, NONE; MOS, SECRET.

SCOPE: SIDPERS data reduction, special SIDPERS language and SIDPERS changes, SIDPERS data base files, and familarization with TACCS equipment.

COURSE LENGTH:	Peacetime	Mobilization
	10 weeks, 2 days	5 weeks, 5 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 290

BEST COPY AVAILABLE

POSTAL OPERATIONS COURSE

COURSE NUMBER: 7A-42B/515-ASIF5

PURPOSE: To train officers, noncommissioned officers, and enlisted personnel (both active and reserve components) to use the techniques and demonstrate procedures involved in the operation of Military Post Offices (MPOS). Specialties for which trained:

ARMY		NAVY	MARINES		AIR FORCE	
ENL	OFF	ENL	ENL	OFF	ENL	OFF
ASIF5*	42B	Postal Clerk	0160	0160	99604	70X1

* Added to MOS 71L

PREREQUISITES:

Army/Marine Corps/Air Force - Commissioned and Warrant Officers: Must be assigned or under orders for assignment to a position requiring knowledge of postal policies and procedures. Must be a US citizen. Obligated service for active Army/Marine Corps commissioned and warrant officers: None. Must be eligible for a SECRET clearance.

Army/Marine Corps/Air Force - Noncommissioned Officers: Must be assigned or under orders for assignment to a position requiring knowledge of postal policies and procedures. Must be a US citizen. Army personnel must hold 71L MOS. Must be eligible for a SECRET clearance. Service obligation incurred by Army NCOs after completing course: 9 months or more.

Army - Enlisted: Must be assigned or under orders for assignment to a position requiring knowledge of postal policies and procedures and 71L qualified. Nine months or more of active duty service remaining after completion of the course. Must be a US citizen. Must be eligible for a SECRET clearance.

Navy - Enlisted: One year or more of active duty service remaining after completion of the course. Must be a US citizen. Standard GCT and ARI of 110. Must be eligible for a SECRET clearance.

Marine - Enlisted: One year or more of active duty service remaining after completion of the course. Must be a US citizen. Standard GT 100 and CL of 95. Must be eligible for a SECRET clearance.

Air Force - Enlisted: Must have sufficient active duty service remaining after completion of the course to complete overseas tour. Must be a US citizen. Must be eligible for a SECRET clearance.

BEST COPY AVAILABLE

POSTAL OPERATIONS COURSE (Continued)

SCOPE: Postal Operations - Window operations, to include acceptance, classification, computation of postage and fees, customs, insured, registered and certified mail; international mail; money orders; accountable mail, backfloor operations; claims and inquiries; and reports.

COURSE LENGTH:	Peacetime	Mobilization
	4 Weeks, 3 Days	3 Weeks

The course lengths for students other than Army enlisted are:

Student Category	Peacetime	Mobilization
Air Force Enlisted	4 Weeks, 2 Days	3 Weeks, 0 Days
Air Force Officer/ Marine Enlisted	4 Weeks, 1 Day	2 Weeks, 5 Days
Army Officer	4 Weeks, 2 Days	2 Weeks, 5 Days
Marine Officer	4 Weeks, 0 Days	2 Weeks, 5 Days
Navy Enlisted	5 Weeks, 0 Days	3 Weeks, 2 Days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 596

BEST COPY AVAILABLE

LEGAL SPECIALIST BNCOC

COURSE NUMBER: 512-71D30

PURPOSE: To train selected enlisted personnel to assume suties as supervisors or legal specialists, and to perform critical tasks at skill level three. MOS or SSI for which trained: Legal Specialist (71D30)

PREREQUISITES: Active Army or Reserve Components in MOS 71D or 71E with recommendation of the commander. First priority will be given to soldiers who are performing in or being assigned to E6 (SL 3) positions for which training is designed. Second priority will be given to E5 or E4 personnel who, because of unit shortages, are performing in E6 positions for which training is designed. Must meet minimum physical training and weight standards. Active duty personnel must have a minimum of six months of active duty remaining after completion of course. Security clearance required: None.

SCOPE: Advanced skills in nonjudicial punishment, military justice, correspondence, legal research, records management, personnel actions, law library management, and administrative eliminations.

COURSE LENGTH:	Peacetime	Mobilization
	5 weeks, 0 days	Not Applicable

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: (Not available at time of publication.)

BEST COPY AVAILABLE

ADMINISTRATIVE SPECIALIST BNCOC

COURSE NUMBER: 510-71L30

PURPOSE: To train selected enlisted personnel to become administrative specialist supervisors and staff NCOs, and to perform associated critical tasks at skill level 3. MOS for which trained: Administrative Specialist (71L30).

PREREQUISITES: Active Army or Reserve Components in MOS 71L with recommendation of commander. First priority will be given to soldiers who have been selected for promotion to E6 and E6's who are performing in or being assigned to E6 (SL3) positions for which training is designed. Second priority will be given to E5 or E4(P) who, because of unit shortages, are performing in E6 positions for which training is designed. Must meet minimum PT and weight standards. A minimum of 6 months of active duty service remaining after completion of course for active Army personnel. Security clearance required: None.

SCOPE: Advanced skills in correspondence preparation, editing, files management, administrative procedures, and office management. This course prepares graduates to assume supervisory positions as Administrative Specialists.

COURSE LENGTH:	Peacetime	Mobilization
	4 Weeks, 3 Days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 784

BEST COPY AVAILABLE

PERSONNEL ADMINISTRATIVE SPECIALIST BNCOC

COURSE NUMBER: 500-75B30

PURPOSE: To train selected erlisted personnel to become personnel administrative specialist supervisors/personnel staff NCOs and to perform associated critical tasks at skill level 3. MOS for which trained: Personnel Administative Specialist (75B30).

PREREQUISITES: Active Army or Reserve Components in MOS 75B with recommendation of commander. First priority will be given to soldiers who have been selected for promotion to E6 or E6 who are performing in or being assigned to E6 (SL 3) positions for which training is designed. Second priority will be given to E5 or E4 who, because of unit shortages, are performing in E6 positions for which training is designed. Must meet minimum PT and weight standards. A minimum of 6 months active duty service remaining after completion of course for active Army personnel. Sercurity clearance required: None.

SCOPE: Advanced skills in SIDPERS input and output, separation, PAC administration and administrative procedures. This course enables graduates to assume a supervisory position in a PAC office or as a PSNCO.

COURSE LENGTH:	Peacetime	Mobilization
	4 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 222

BEST COPY AVAILABLE

MILITARY PERSONNEL OFFICE (MILPO) BNCOC

COURSE NUMBER: To Be Determined

PURPOSE: To train selected enlisted personnel to become supervisors of Personnel Management Specialists, Personnel Records Specialists, and/or Personnel Actions Specialists and to perform associated critical tasks at skill level 3. MOS for which trained: Personnel Management Specialist, 75C30; Personnel Records Specialist, 75D30; and Personnel Actions Specialist, (75E30).

PREREQUISITES: Active Army or Reserve Components in MOS 75C, 75D or 75E with recommendation of commander. First priority will be given to soldiers who are performing in or being assigned to E6 (SL 3) positions for which training is designed. Second priority will be given to E5 or E4 personnel who, because of unit shortages, are performing in E6 positions for which training is designated. Must meet minimum physical training and weight standards. Active duty personnel must have a minimum of 6 months of active duty service remaining after completion of course. Security clearance required: None.

SCOPE: Instruction in Personnel, SIDPERS, Personnel Office Computations, Assignment and Utilization of Enlisted Personnel, Enlisted Requisitions, Classification and Reclassification, Officer Promotions, Enlisted Promotions, Personnel Qualification Records (Enlisted), Enlisted Evaluation Reporting System, Officer Evaluation Reports, Military Personnel Records (Enlisted), Separations, Miscellaneous Personnel Actions, Awards, Casualty Reporting, Line of Duty Investigations, Personal Affairs, Bar to Reenlistment/Suspension of Favorable Personnel Actions. This course enables graduates to assume a supervisory position in the MILPO as a Personnel Management, Personnel Records, or Personnel Actions Supervisor.

COURSE LENGTH:	Peacetime	Mobilization
	5 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 529

BEST COPY AVAILABLE

PERSONNEL INFORMATION SYSTEM MANAGEMENT SPECIALIST BNCOC

COURSE NUMBER: 500-75F30

PURPOSE: To train selected enlisted personnel to become Personnel Information System Management Specialist supervisors and to perform associated critical tasks at Skill Level 3. MOS to be trained: Personnel Information System Management Specialist (75F30).

PREREQUISITES: Active Army or Reserve Component in MOS 75F with recommendation of commander. First priority will be given to soldiers who have been selected for promotion to E6 or E6 who are performing in or being assigned to E6 (SL 3) positions for which training is designed. Second priority will be given to E5 or E4(P) soldiers who, because of unit shortages, are performing in E6 positions for which training is designed. A minimum of 9 months active duty service remaining after completion of course for Active Army personnel. Must meet minimum physical training and weight standards. Security clearance required: SECRET.

SCOPE: Advanced skills in SIDPERS data reduction, special SIDPERS language, SIDPERS changes, and SIDPERS data base files. This course enables graduates to assume a supervisory position in a SIDPERS Interface Division (SID)/SIDPERS Interface Branch (SIB).

COURSE LENGTH:	Peacetime	Mobilization
	5 weeks, 3 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 150

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 71C and MOS 71L)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:	Peacetime	Mobilization
	7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 71D and MOS 71E)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:

Peacetime	Mobilization
7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 75B, MOS 75C, MOS 75D, MOS 75E, MOS 75F, and MOS 75Z)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:

Peacetime	Mobilization
7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

PERSONNEL SENIOR SERGEANT COURSE

COURSE NUMBER: 500-75Z40

PURPOSE: To provide enlisted personnel with a working knowledge in the duties required of the personnel sergeant in personnel offices at battalion and brigade levels, and as a personnel staff noncommissioned officer (PSNCO) at battalion or higher levels. MOS for which trained: Personnel Senior Sergeant (75Z40).

PREREQUISITES: Nine months or more of active duty service remaining upon completion of course. Must be qualified as Personnel Management Specialist (MOS 75C30), Personnel Records Specialist (MOS 75D30), or Personnel Actions Specialist (MOS 75E30), or Personnel Administrative Specialist (MOS 75B30).

SCOPE: Personnel Management; Personnel Records Management; Personnel Actions Management; Personnel Affairs and SIDPERS Operations.

COURSE LENGTH:	Peacetime	Mobilization
	5 Weeks	4 Weeks, 1 Day

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 617

BEST COPY AVAILABLE

ADJUTANT GENERAL PRE-COMMAND COURSE

COURSE NUMBER: 7C-F25(P)

TO BE PUBLISHED

USASSI Courses

BEST COPY AVAILABLE

POSTAL SUPERVISOR COURSE

COURSE NUMBER: 7A-F59/510-F7

PURPOSE: To train commissioned/warrant officer and noncommissioned officer personnel of the Army, Navy, Air Force, or Marine Corps in postal technical skills and management techniques required of first-line postal supervisory personnel. SSI/MOS for which trained: None.

PREREQUISITES: Active Army or Reserve Components, Air Force, Navy or Marine Corps, Enlisted: Grade E6 and above, Officer: Grade O-1 through O-3, Warrant Officer, any grade. Personnel must either be assigned to or en route to a postal supervisory, or higher headquarters position, and a graduate of the postal operations course, or have obtained the postal specialty from on-the-job training. Active Duty Service Remaining Requirement, or Obligation: None. Security Clearance Required: Must be Eligible for a Secret Security Clearance.

SCOPE: Postal Management Information Systems, security, postal operating plans, postal management techniques, overview of Military Postal Service (MPS), search and seizure operation procedures, and use of the Military Postal Service.

COURSE LENGTH:	Peacetime	Mobilization
	2 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 135

BEST COPY AVAILABLE

PERSONNEL ADMINISTRATION (NON-US) COURSE

COURSE NUMBER: 7C-F4X

PURPOSE: To provide Army, Navy, and Air Force officers of allied nations training in the principles and techniques of personnel administration and related areas, and to assist students in the formulation of personnel management policies and programs.

PREREQUISITES: Commissioned officers of allied nations. Officers will be selected for attendance through the Military Assistance Program. Officers selected should be assigned to or programed for positions in their Armed Forces in which they are required to formulate and implement personnel management policies and programs. Language fluency requirement: 70 or higher on the examination administered prior to departure from their country. No security clearance required.

Civilian personnel. Allied civilian personnel employed by the foreign government in high level personnel management policy-making positions may be admitted on an exception basis.

SCOPE: To provide Army, Navy, and Air Force officers of allied nations training in the principles and techniques of personnel administration and related areas, and to assist students in the formulation of personnel management policies and programs appropriate to the level of development of their nations. MOS for which trained: None.

COURSE LENGTH:	Peacetime	Mobilization
	8 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 30

BEST COPY AVAILABLE

SIDPERS COMPUTER TERMINAL OPERATIONS COURSE

COURSE NUMBER: 531-F8 (MOS 75B/C/F)

PURPOSE: To train MOSC 75B10, 75C10, and 75F10 AIT graduates to operate SIDPERS computer terminals (generic) and input SIDPERS information on SIDPERS-2 computer enhancements. MOS/SSI for which trained: NONE.

PREREQUISITES: Active Army and Reserve Component. Enlisted personnel who are graduates of MOSC 75B10, 75C10, or 75F10 AIT courses on orders to a SIDPERS computer terminal site. Service time remaining after completion of course: NONE. Security clearance required: NONE.

SCOPE: Set up, tear down, activation, fault isolation, operation and operator maintenance of SIDPERS computer terminals (generic).

COURSE LENGTH:	Peacetime	Mobilization
	1 week	3 days

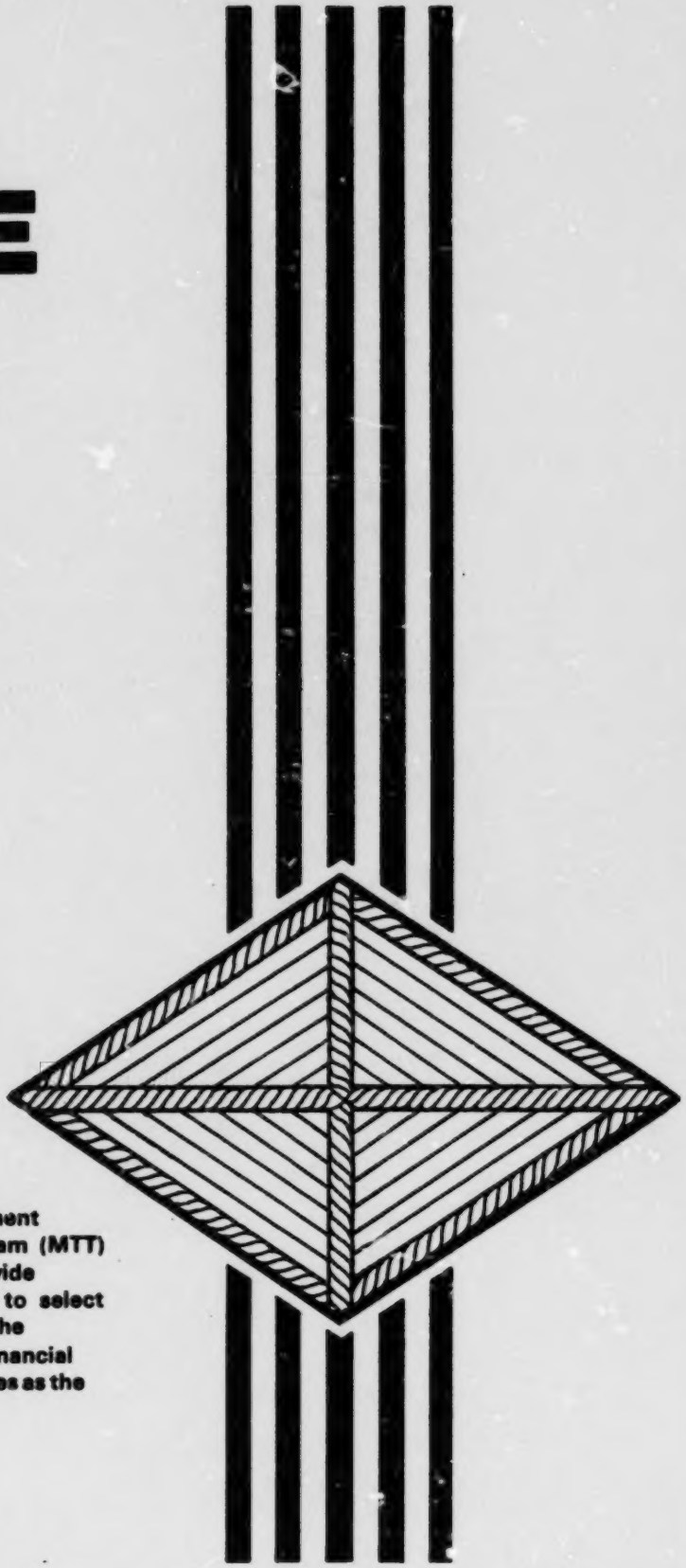
TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 1354

BEST COPY AVAILABLE

FINANCE SCHOOL

LEARN TO DO BY DOING



MISSION: **To provide the Financial Management Community Resident and Mobile Training Team (MTT) Financial Management instruction. To provide executive level training in Comptrollership to select senior officers and civilians. To perform the interface and integration role between the financial management community and SSC staff. Serves as the nominal home of the Finance Corps.**

BEST COPY AVAILABLE

FINANCE OFFICER BASIC COURSE

COURSE NUMBER: 7-14-C20-44C

PURPOSE: To provide newly commissioned Finance Corps officers with the basic skills required for their first duty assignment as a Disbursing Officer. Specialty for which trained: Finance General (44A).

PREREQUISITES: Newly commissioned lieutenants from Active Army/Reserve components whose actual or anticipated assignment is to the Finance Corps. Security clearance required: NONE. Obligated service for Active Army commissioned officers: NONE.

SPECIAL INFORMATION: Branch transferees, Regular Army officers joining the Finance Corps after combat arms detail, and OCS graduates will attend this course. The schedule of classes will reflect a delayed reporting date.

SCOPE: The Finance Officer Basic Course consists of three major areas of instruction: Combat survival training which is designed to prepare finance officers to support combat operations on the modern battlefield; a professional development curriculum, which is designed to emphasize leadership, physical readiness, communicative skills and resource management, plus a knowledge of military history; and finance specialty training which stresses the branch skills unique to a Disbursing Officer.

COURSE LENGTH:	Peacetime	Mobilization
	16 weeks	10 weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 141

16 BEST COPY AVAILABLE

FINANCE OFFICER ADVANCED COURSE

COURSE NUMBER: 7-14-C22

PURPOSE: To train selected Finance Corps officers to identify, evaluate, and apply the latest managerial techniques plus technical, tactical, and leadership skills required of commissioned officers with a finance specialty. Specialty for which trained: Finance (44).

PREREQUISITES: Active Army or Reserve Component commissioned officers in the grade of first lieutenant or higher whose specialty is Finance. Must have completed the Finance Officer Basic Course or an equivalent course. Twelve months active duty service remaining requirement after completion of course for Active Army personnel. Security clearance required: CONFIDENTIAl.

SPECIAL INFORMATION: Follow-on modules provide further assignment oriented professional development through emphasis on Military Comptrollership.

SCOPE: Primary emphasis of training will be placed on teaching the student tasks, skills, and knowledge needed to be an effective SC 44 Finance Officer. The training will also develop the officer's problem-solving capabilities, managerial techniques, and the character attributes needed to be a good leader.

COURSE LENGTH:

Peacetime	Mobilization
20 weeks	6 weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 118

BEST COPY AVAILABLE

FINANCE OFFICER ADVANCED COURSE (NONRESIDENT/RESIDENT)

COURSE NUMBER: 7-14-C23

PURPOSE: To prepare Finance Corps officers of the Reserve Components not on active duty during peacetime for branch command and staff duties at battalion through brigade or comparable levels in both divisional and nondivisional units. SSI for which trained: NONE.

PREREQUISITES: Commissioned officer in grade of captain or first lieutenant. Credit for the Finance Officer Basic Course or equivalent. Member of a Reserve Component not on active duty whose branch is Finance Corps. Completion of Phase IA is a Prerequisite for attendance at resident instruction PHASES II, IV and VI. Correspondence instruction must be completed within 60 MONTHS of enrollment. Interim SECRET security clearance is required.

SCOPE: The course consists of two major areas of instruction: the common curriculum is designed to emphasize interpersonal and decision making skills; the specialty curriculum stresses those financial management skills unique to the officer assigned to specialty codes 44 or 45.

COURSE LENGTH:

Peacetime	Mobilization
Phase II - 2 weeks	None
Phase IV - 2 weeks	
Phase VI - 2 weeks	

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 41

BEST COPY AVAILABLE

FINANCE SPECIALIST COURSE

COURSE NUMBER: 542-73C10

PURPOSE: To train selected enlisted personnel to become finance specialists and to perform associated critical tasks at skill level 1. MOS for which trained: Finance Specialist (73C10).

PREREQUISITES: Active Army and Reserve Component soldiers E5 and below. Aptitude area and minimum score: CL 100. Active duty (AD) service after completion of course for AD personnel: 9 months or more. Civilian personnel GS-5 or below. Must have actual assignment in a finance and accounting office. Security clearance required: Course, NONE; MOS, NONE.

SCOPE: Addresses the principles of military pay involving the determination of entitlements, collections, and deductions of pay and allowances for military personnel to include the entering of input data as prescribed by the JUMPS-Army pay system. Provides general knowledge of the organization of finance offices, the identification of related forms and documents, and the fundamental use of basic finance publications.

COURSE LENGTH:	Peacetime	Mobilization
	6 weeks, 4 days	5 weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 612

USASSI Courses

BEST COPY AVAILABLE

ACCOUNTING SPECIALIST COURSE

COURSE NUMBER: 541-73D10

PURPOSE: To provide enlisted personnel and civilians with skills and knowledge in the principles, policies, and procedures relative to accounting for public funds. MOS for which trained: Accounting Specialist (73D10).

PREREQUISITES:

1. Active Army: Active duty service after completion of course: 9 months. Must have aptitude area CL score of 110 or higher. Security clearance required: Course, NONE; MOS, NONE.

2. Civilian Personnel: GS-6 and below. Must have an actual assignment in a comptroller or finance and accounting office. Selected personnel must not have attended the Military Accounting Course, 7D-44B/541-F4.

SCOPE: Instruction covers nonappropriated funds, military accounting concepts, expenditure and reimbursement concepts, STANFINS and SAILS concepts presented at an entry level with emphasis on technical expertise.

COURSE LENGTH:	Peacetime	Mobilization
	7 weeks, 4 days	6 weeks, 4 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 286

BEST COPY AVAILABLE

FINANCE SPECIALIST BNCOC

COURSE NUMBER: 542-73C30

PURPOSE: To train selected personnel to become Finance and Accounting Specialist supervisors and to perform associated critical tasks at skill level 3. MOS for which trained: Finance Specialist (73C30).

PREREQUISITES: Active Army or Reserve Components personnel qualified in MOS 73C or 73D. First priority will be given to E6 soldiers who have not previously attended the BNCOC and soldiers selected for promotion to E6. Second priority will be given to E5s who, because of unit NCO shortages, are serving in E6 positions for which training is designed. Must meet minimum height and weight standards. Must meet minimum of 6 months of active duty service remaining after completion of course for active Army personnel. Security clearance required: None.

SCOPE: Advanced skill in preparation, review, and verification of finance-related documents and records. Leadership skills, management skills and common military subjects. This course would enable graduates to assume a supervisory position in a Finance and Accounting Office.

COURSE LENGTH:	Peacetime	Mobilization
	6 Weeks, 3 Days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 152

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 73C and MOS 73D)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:

Peacetime	Mobilization
7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

ADVANCED COMPTROLLERSHIP COURSE

COURSE NUMBER: 7D-F16

PURPOSE: To enhance and broaden the professional development of commissioned officers and Department of the Army civilians who are qualified in a comptrollership discipline. SSI for which trained: None.

PREREQUISITES: Officers of the active Army and GS civilians who are assigned to the position of Comptroller, Deputy Comptroller, and other Comptroller functional staff elements at an installation or higher headquarters. Lieutenant Colonel and above and GS-13 or higher assigned in comptroller career positions and who have not attended the course within the past 2 years. All attendees are approved by the Comptroller of the Army. Security clearance required: SECRET.

SCOPE: Encompasses all aspects of comptrollership and resource management. Provides a forum for peer discussion of current comptroller doctrine, philosophy and problems.

COURSE LENGTH:	Peacetime	Mobilization
	1 Week, 3 Days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 121.

BEST COPY AVAILABLE

CENTRAL ACCOUNTING OFFICER COURSE

COURSE NUMBER: 7D-F15

PURPOSE: To train personnel in the skills and knowledge required to perform the duties of a Central Accounting Officer (CAO) at all levels. SSI for which trained: None.

PREREQUISITES: Programed for active Army and Reserve Component officers (01-03). Prerequisites may be waivered for civilian equivalents (GS6 and above) who are currently assigned to or possess the necessary qualifications to hold a CAO position. Obligated service for active Army officers: None. Security clearance required: None

SCOPE: The CAO course provides training in skills and knowledge essential to the enhancement of accounting and recording in nonappropriated funds. Subjects covered are NAF organization, CAD operations, and financial statement preparation and analysis.

COURSE LENGTH:	Peacetime	Mobilization
	2 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 21

BEST COPY AVAILABLE

RESOURCE MANAGEMENT INTERN COURSE

COURSE NUMBER: 7D-F13

PURPOSE: To provide an introduction in resource management to newly assigned comptroller interns during the initial phase of their training. SSI for which trained: NONE.

PREREQUISITES:

a. Enlisted Personnel: Not eligible for this course.

b. Warrant Officers: Not eligible for this course.

c. Commissioned Officers: Not eligible for this course.

d. Civilian Personnel: Comptroller Career Interns, GS-05 and above in the following career fields - Management Analyst, Program Analyst, Accounting, Auditing, Budget Administration, and Cost Analysis. Security clearance required: NONE.

SCOPE: Encompasses topics in military accounting, budgeting, management, and manpower.

COURSE LENGTH:	Peacetime	Mobilization
	1 week, 3 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 283

BEST COPY AVAILABLE

FINANCIAL MANAGEMENT (NON-US) COURSE

COURSE NUMBER: 7D-F10X

PURPOSE: To provide allied military officer personnel and selected civilians with a general knowledge of the fundamentals of financial management encompassing the principles and fundamentals of organization and management, basic economics, programming and budgeting, finance operations, accounting and reporting, internal review, and analysis of program accomplishments in a military establishment. MOS for which trained: NONE.

PREREQUISITES: English comprehensive level of 70. Non-US military members of Army, Navy, or Air Force in grade of captain, major, or lieutenant colonel (or comparable grade) and civilians on an individual exception basis if employed by the military establishment of a government in a financial management policy level position. Security clearance required: NONE.

SCOPE: This course provides allied military officers with a general knowledge of the fundamentals of financial management encompassing the principles and fundamentals of organization and management, basic economics, programming and budgeting, finance operations, accounting and reporting, internal review, and analysis of program accomplishments in a military establishment.

COURSE LENGTH:	Peacetime	Mobilization
	10 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 20

BEST COPY AVAILABLE

JUMPS-ARMY MANAGEMENT TRAINING COURSE

COURSE NUMBER: 7D-F12/542-F2

PURPOSE: To train finance officers, NCOs, and civilian personnel on JUMPS-Army field operating procedures. MOS for which trained: None.

PREREQUISITES: Commissioned Officers: Member of the Active Army or a Reserve Component, who is assigned or under orders for assignment to a position which requires utilization of JUMPS-Army Management. No security clearance required. Obligated service for active Army commissioned officers: None.

Enlisted Personnel: Grade E-5 or above. Member of the Active Army or of a Reserve Component. Nine months or more of active duty remaining after completion of the course. No security clearance required.

Civilian Personnel: DA civilians at grade GS-5 or above. Must be assigned to a position which requires a knowledge of JUMPS-Army Management. No security clearance required.

SCOPE: Provides training in JUMPS-Army operating procedures.

COURSE LENGTH:	Peacetime	Mobilization
	1 Week	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 316

MILITARY ACCOUNTING COURSE (MAC)

COURSE NUMBER: 7D-44B/541-F4

PURPOSE: To provide commissioned officers and enlisted personnel, and Department of the Army civilian personnel with the knowledge and skills required by an accounting supervisor. Provides a general knowledge of Army Financial Management Accounting Systems and a working knowledge of the principles, rules, procedures, and reporting of the Operation and Maintenance Army and Family Housing Appropriations. Course design includes an installation model operating under the Standard Finance System (STANFINS), Standard Army Intermediate Level Supply System (SAILS) and Standard Army Financial Inventory Accounting and Reporting System (STARFIARS). Specialty for which trained: Commissioned officers, Accounting Officer (44B); enlisted personnel, Accounting Specialist (73D).

PREREQUISITES: a. Commissioned officers: O1 or above. Members of the Active and Reserve components on orders or assigned to a position requiring utilization of this training. Must have knowledge of the basic Government accounting principles. Security clearance required: NONE.

b. Enlisted personnel: E5 or above. Member of the Active or Reserve component. Must have knowledge of the basic Government accounting principles. Must have nine months or more of active duty service remaining after completion of the course. Security clearance required: NONE.

c. Civilian personnel: GS-7 or above. Must have knowledge of basic Government accounting principles. Must be assigned to a position requiring utilization of this training. Security clearance required: NONE.

SCOPE: Encompasses detailed instruction on the Army's Standard Finance System (STANFINS), Standard Army Financial Inventory Accounting and Reporting System (STARFIARS) and the subsystem interfaces.

COURSE LENGTH:	Peacetime	Mobilization
	4 weeks, 2 days	2 weeks, 1 day

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 366

USASSI Courses

BEST COPY AVAILABLE

MILITARY COMPTROLLERSHIP COURSE

COURSE NUMBER: 7D-45A

PURPOSE: To provide eligible commissioned officers and Department of the Army civilians entry-level training in resourcemanagement. This course provides a working knowledge in program and budget formulation, budget execution, military accounting, management, review and analysis, internal review, nonappropriated funds management, and quantitative decision-making techniques. SSI for which trained: 45A and 45B.

PREREQUISITES: Enlisted Personnel: Not eligible for this course.

Commissioned Officer Personnel: Members of Active and Reserve components in the grade of O3 or above. Active Component officers must be a graduate of an officer advanced course and must be on orders or assigned to a position requiring resource management expertise. Security clearance required: NONE.

Civilian Personnel: GS-09 or above. Must be a member of the Comptroller Civilian Career Program. Must be assigned to or on orders for a position requiring resource management expertise. Security clearance required: NONE.

SCOPE: Encompasses topics in military accounting, management, budgeting, review and analysis, quantitative decision-making techniques, and manpower.

COURSE LENGTH:	Peacetime	Mobilization
	4 weeks, 2 days	3 weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 440

BEST COPY AVAILABLE

PLANNING, PROGRAMING AND BUDGETING SYSTEMS COURSE

COURSE NUMBER: 7D-45B/541-F2

PURPOSE: To provide commissioned officers, warrant officers, enlisted personnel, and Department of the Army civilian personnel with a knowledge of planning, programing, and budgeting procedures for the use of Operation and Maintenance, Army (OMA) appropriated funds at installation level. Included are statistical and quantitative techniques and an overview of the Army accounting system. Emphasis is directed toward budget formulation and budget execution. MOS or SSI for which trained: None.

PREREQUISITES: Enlisted Personnel: E-5 or above. No security clearance required.

Warrant Officers: W-1 or above. Members of the Active and Reserve Components on orders or assigned to a position which requires knowledge of programing and budgeting. No security clearance required.

Commissioned Officers: O-1 or above. Members of the Active and Reserve Components on orders or assigned to a position which requires knowledge of programing and budgeting. No security clearance required.

Civilian Personnel: GS-5 and above. Must be assigned to a position which requires a knowledge of programing and budgeting. No security clearance required.

SCOPE: Encompasses topics in military accounting, management, budgeting, review and analysis, statistical methods, and manpower.

COURSE LENGTH:	Peacetime	Mobilization
	2 Weeks, 4 Days	2 Weeks

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 543

BEST COPY AVAILABLE

TRAVEL CLERK COURSE

COURSE NUMBER: 542-F4

PURPOSE: To provide the student with a comprehensive knowledge of travel allowance entitlements to include the use of pertinent travel regulations; preparation, computation, and review of travel vouchers.

PREREQUISITES: Enlisted Personnel: Member of the active Army or of a Reserve Component in grade E4 or below. Must be qualified in MOS 73C. Security clearance required: Course, none; MOS, none.

Civilian Personnel: GS-4 or below. Must be assigned to a position requiring utilization of this training. No security clearance required.

SCOPE: Basic skills together with a comprehensive knowledge of travel allowance entitlements to include the use of pertinent travel regulations; preparation, computation, and verification of travel computations in order to function as travel clerks will be taught.

COURSE LENGTH:	Peacetime	Mobilization
	3 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 115

BEST COPY AVAILABLE

TRAVEL SUPERVISOR COURSE

COURSE NUMBER: 542-F5

PURPOSE: To train selected personnel to perform the duties of a travel supervisor. MOS for which trained: None.

PREREQUISITES: Enlisted Personnel: Member of the active Army or of a Reserve Component in grade E5 or above. Must be qualified in MOS 73C. Civilian personnel in GS-5 or above assigned to a position requiring utilization of this training. Security clearance required: Course, none; MOS, none.

SCOPE: Advanced skills together with a comprehensive knowledge of travel allowance entitlements to include the use of pertinent travel regulations; preparation, computation, and verification of travel computations in order to manage and supervise travel clerks will be taught.

COURSE LENGTH:	Peacetime	Mobilization
	2 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 58

BEST COPY AVAILABLE

COMPUTER SCIENCE SCHOOL

MISSION: **To provide Automatic Data Processing (ADP) Resident and Mobile Training Team (MTT) instruction to the ADP community. To act as specialty proponent for commissioned officer, warrant officer, and enlisted automation specialties (SC 53, MOG 741 and CMF 74). To perform the interface and integration role between the ADP community and the SSC staff.**

BEST COPY AVAILABLE

SYSTEMS AUTOMATION COURSE

COURSE NUMBER: 7E-53A/7E-741A

PURPOSE: To provide officers with the methods/skills necessary to manage automated systems, including their development, maintenance, operation, security, and application of automation technology to solve the Army's automation problems. SSI/MOS for which trained: Officer - 53C, Warrant Officer - 741A.

PREREQUISITES: Commissioned Officers and Warrant Officers. Member of the active Army or Reserve Components assigned or under orders for assignment to a position where duties involve planning for, managing or operating automated systems. DA civilians in grade of GS-7 or above assigned to a position where duties involve planning for managing or operating automated systems. Obligated service required of active Army officers upon completion of the course: 1 year. Security clearance required: NONE.

SCOPE: Automated systems, software, hardware, management technology.

COURSE LENGTH:	Peacetime	Mobilization
	17 Weeks	NA

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 282

BEST COPY AVAILABLE

COMPUTER/MACHINE OPERATOR COURSE

COURSE NUMBER: 531-74D10/531-74D10(ST)

PURPOSE: To train selected enlisted personnel to perform the duties of a Computer/Machine Operator and provide the skills and knowledges required to operate the IBM 360 and IBM 4331. MOS for which trained: Computer/Machine Operator (74D10).

PREREQUISITES: Active Army and Reserve Component. ST score of 100 or higher and no record of action that would reflect adversely upon the soldier's integrity. Nine months active duty service remaining after completion of the course for Active Army personnel. Security clearance required: Course, Entrance NAC; MOS, SECRET.

SCOPE: Instruction will encompas these computer topics: Computers, media, input/output devices, input/output control, operating systems, procedures to communicate with the computer system, and ADP support function requirements. The student will also perform tasks related to combat survival and common tasks as a member of a unit in the field environment. These tasks include but are not limited to unit security/defense, map reading, NBC, communications, custom and law of war, and field sanitation.

COURSE LENGTH:

Peacetime	Mobilization
6 weeks, 2 days	4 weeks, 3 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 502

BEST COPY AVAILABLE

PROGRAMMER/ANALYST COURSE

COURSE NUMBER: 532-74F10/532-74F10(ST)

PURPOSE: To train enlisted personnel to perform the duties of a computer Programmer/Analyst. MOS for which trained: Programmer/Analyst (74F10).

PREREQUISITES: Active Army and Reserve Component. ST score of 100 or higher. Must have passed a course in high school algegra or attained a score of 45 or greater on GED Test 5, high school level. Twelve months of active duty service remaining after completion of course for Active Army personnel. Security clearance required: Course, NONE; MOS, SECRET.

SCOPE: Instruction will encompass these computer topics: Job Control Language (JCL), problem solving using structured design techniques, writing structured computer programs, error recovery, IBM Operating System (OS), and IBM Disk Operating System (DOS). The student will also perform tasks related to combat survival and common tasks as a member of a unit in the field environment. These tasks include but are not limited to unit security/defense, map reading, NBC, communications, custom and law of war, and field sanitation.

COURSE LENGTH:	Peacetime	Mobilization
	11 weeks, 1 day	8 weeks, 3 days

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 425

BEST COPY AVAILABLE

COMPUTER/MACHINE OPERATOR BNCOC

COURSE NUMBER: 531-74D30

PURPOSE: To train selected Computer/Machine Operators in those critical tasks associated with Skill Level 3. MOS for which trained: Computer/Machine Operator (74D30).

PREREQUISITES: Active Army or Reserve Component, recommendation of commander and qualified in MOS 74D. First priority will be given to soldiers who have been selected for promotion to E6 or E5 who have not previously attended the course. Second priority will be given to E4(P) and E5 who because of unit shortages are performing in E6 leadership positions for MOS 74D. E5 and E4(P) should serve in the unit a minimum of 6 months between primary level leadership course completion and a BNCOC class start date. Must meet minimum PT and weight standards. Minimum of 6 months of Active duty service remaining after completion of course for Active Army personnel. Security clearance required: Course, NONE; MOS, SECRET.

SCOPE: Basic leadership training in this course complements the training received in the primary level. Leadership skills and techniques will be developed by rotating students through leadership positions during the training. Technical instruction will encompass training on advanced operating systems (OS/MVS); direct applications of executive software utilities (under OS/MVS systems); advanced trouble shooting techniques, microcomputer training using commercial software packages, datacommunications, telecommunications, and networking and orientation trip to the VIABLE installation.

COURSE LENGTH:	Peacetime	Mobilization
	4 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 69

BEST COPY AVAILABLE

PROGRAMMER/ANALYST BNCOC

COURSE NUMBER: 532-74F30

PURPOSE: To train selected computer Programmer/Analysts in those critical tasks associated with Skill Levels 2 and 3. MOS for which trained: Programmer/Analyst (74F30).

PREREQUISITES: Active Army and Reserve Component, recommendation of commander and qualified in MOS 74F. First priority will be given to soldiers who have been selected for promotion to E6 and E6 who have not previously attended the course. Second priority will be given to E5 or E4(P), who because of unit shortages, are performing in E6 positions for MOS 74F. E5 and E4(P) should serve in the unit a minimum of 6 months between primary level leadership course completion and a BNCOC class start date. Must meet minimum PT and weight standards. A minimum of 6 months Active duty service remaining after completion of course for Active duty personnel. Security clearance required: Course, NONE; MOS, SECRET.

SCOPE: Basic leadership training in this course complements the training received in the primary level. Leadership skills and techniques will be developed by rotating students through leader positions during the training. Technical instruction will encompass advanced programming and analyst skills to include software engineering concepts, software quality assurance, preparation of system documentation data structures, use of microcomputers, data communications, and operating systems.

COURSE LENGTH:	Peacetime	Mobilization
	10 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 45

BEST COPY AVAILABLE

DATA PROCESSING EQUIPMENT OPERATIONS ADVANCED NCO COURSE

COURSE NUMBER: 5-741-C42

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS or SSI for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 74D or 74F. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:	Peacetime	Mobilization
	14 weeks, 3 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 124

BEST COPY AVAILABLE

DAS3 (D/C) OPERATOR COURSE

COURSE NUMBER: 7E-F28/531-ASIM6

PURPOSE: To train all skill levels (as selected by MILPERCEN) en route or assigned to an ADP site with a DAS3 D/C computer system. Training will consist of the basic skills and knowledges required to operate this computer system.

PREREQUISITES: Authorized attendees: Active Army, U.S. Army Reserve, National Guard, and non-U.S. students who are authorized to attend this course.

SCOPE: Instruction will encompass the procedures to operate the power subsystem, the environmental subsystem, communication subsystem, and the automatic data processing subsystem to include identifying and recovering from error conditions. Also, instruction will include using the operating systems software (executive control language), identifying and resolving system error or status messages, procedures to start/restart job processing and establishing various communication links.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks, 4 days	1 week, 5 days

TRAINING LOCATION:

PEACETIME: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

MOBILIZATION: Mobilization site IAW TRADOC PMITSP.

REMARKS: FY 86 input: (Not available at time of publication.)

BEST COPY AVAILABLE

DAS3 (D/C) SOFTWARE COURSE

COURSE NUMBER: 7E-F29/532-F2

PURPOSE: To train enlisted personnel to perform the duties of a Computer Programmer/Analyst on the DAS3 (D/C) system

PREREQUISITES: Active Army and Reserve Component. Some programming experience, a knowledge of COBOL, and hold MOS 74F, MOS 711A, or Specialty Code 53A. Security clearance required: NONE; MOS, SECRET.

SCOPE: ANSI 74 COBOL; DPS6 file system concepts; DPS6 execution control language; CPS6 compile, link, and execute concepts, DPS6 execution command files; ASCII data representation; debugging DPS6 traps; DPS6 restart/recovery features, and DPS6 COBOL programming techniques.

COURSE LENGTH:	Peacetime	Mobilization
	3 weeks	2 weeks, 2 days

TRAINING LOCATION:

PEACETIME: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

MOBILIZATION: Mobilization site IAW TRADOC PMITSP.

REMARKS: FY 86 input: (Not available at time of publication.)

BEST COPY AVAILABLE

COMMUNITY ACTIVITIES SCHOOL

MISSION: **To conduct training in personnel management and human dimension areas to enhance the organizational climate and unit effectiveness within the United States Army.**

52

BEST COPY AVAILABLE

DIRECTOR OF PERSONNEL AND COMMUNITY AFFAIRS (DPCA)/G1 COURSE

COURSE NUMBER: 7C-F15

PURPOSE: To familiarize selected personnel on the skills and knowledges required to perform the duties of Installation Director of Personnel and Community Activities (DPCA), Corps/Division/Separate Brigade G1, or equivalent positions.

PREREQUISITES: Active Army and Reserve Component field grade officers (O5 and O6) (may be waived for O4 or civilian equivalents), Sergeant Major (E9) who are currently assigned to a DPCA/G1, Deputy DPCA/G1, DPCA/G1 Sergeants Major, or equivalent position; expected position occupancy after completion of course should not be less than 12 months; obligated service for active Army officers: None; security clearance required: None.

SCOPE: To provide familiarization in skills and knowledges essential to the enhancement of soldier personal readiness, unit cohesiveness, and combat effectiveness by instruction in management, directing, planning, organizing, and coordinating personnel programs, administrative and personnel systems, and community activities. Areas of major emphasis include appropriated and nonappropriated funds management, morale support activities, club management, civilian personnel management, quality of life planning and implementation, human resources development, personnel systems management, Army Community Services, and the Troop Preparedness Estimate, as well as other areas of particular concern to DPCAs/G1s.

COURSE LENGTH:	Peacetime	Mobilization
	3 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 141

BEST COPY AVAILABLE

BATTALION S1 COURSE

COURSE NUMBER: 7C-F14

PURPOSE: To provide officers with the ability to perform the traditional duties of the Bn/Bde S1 to perform as the Battalion Personnel Management Staff Officer; to use the Personnel Estimate as a tool for accessing and improving the personnel posture of the battalion. MOS for which trained: None.

PREREQUISITES: Active Army and Reserve Components. Officer's branch is immaterial. Current or projected assignment as a Battalion or Brigade S1. Security clearance required: None. Obligated service: None.

SCOPE: Provides training in skills required of a Battalion/Brigade S1.

COURSE LENGTH:	Peacetime	Mobilization
	5 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 381

BEST COPY AVAILABLE

CLUB MANAGEMENT COURSE

COURSE NUMBER: 8E-43A/8E-021A0/800-00J50

PURPOSE: To train selected personnel to supervise or assist in the management of club annexes, branches, and installation club systems. SSI/MOS awarded for successful completion include 43A (Off), 021A0 (WO), and 00J20 through 00J50 (ENL).

PREREQUISITES: Active and reserve Army officers (01-05), warrant officers (W01-CW4), enlisted (E5-E9), Stripes for skills personnel and civilians with a background in field of food service, accounting, or personnel administration/management and demonstrated potential for management supervision of food and beverage operations and club administration.

ALL: No record of unfavorable background or derogatory information reflecting on character, integity, trustworthiness, or reliability. History of personnel integrity and leadership; no record of conviction of a crime involving morale turpitude. Must have completed a favorable ENTNAC or higher security investigation within 5 years preceding date of application.

ENLISTED: Must not have completed more than 16 years of total active Federal service at the time of applying for entry. Have at least 9 months or more of active service remaining on completion of the 3 to 6 month probationary duty period following the Club Management Course. Have a minimum GT score of 110. Chapter 7, AR 614-200 applies. Possess a minimum physical profile of 222331. For Stripes for Skills Personnel, DAAG letter, undated, subject, Army Civilian Acquired Skill Program (ACASP) applies.

OFFICERS/WARRANT OFFICERS: No obligated service requirement.

SCOPE: The club management course trains in all facets of club management. Emphasis is placed on classroom academics covering food and beverage management, financial, personnel, marketing and inventory management and club administration and controls. Attention is also focused on management of on-the-job training, automation, and increasing awareness for quality food production and service. Performance evaluation are administered to ensure desired levels of competency have been reached and retained in critical areas.

COURSE LENGTH:	Peacetime	Mobilization
	9 Weeks, 3 Days	NA

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 290

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 00J)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:	Peacetime	Mobilization
	7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

ARMY COMMUNITY SERVICE COURSE

COURSE NUMBER: 7N-F2/501-F15

PURPOSE: To provide administrative, clerical, and volunteer personnel within the ACS arena a working knowledge of and orientation to the functions and responsibilities associated with ACS centers. MOS and SSI for which trained: NONE.

PREREQUISITES: Programmed for Active Army officers (O1 to O5) and enlisted personnel (E5 to E9), civilian personnel, and volunteer personnel who are currently assigned or being assigned to positions within ACS. Selectees should have no less than 12 months retainability in the position. Obligated service: NONE. Security clearance required: NONE.

SCOPE: To provide the skills and knowledges essential for the successful program accomplishment of the Army Community Service Center, or similar organization, through instruction and orientation to administration, protocol, and the operation of essential services.

COURSE LENGTH:	Peacetime	Mobilization
	1 week	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 115

BEST COPY AVAILABLE

ARMY COMMUNITY SERVICE MANAGEMENT COURSE

COURSE NUMBER: 000-F6 (P)

PURPOSE: To provide managerial personnel within the Army Community Service (ACS) arena with the skills necessary for successful management of the various programs associated with ACS centers. MOS or SSI for which trained: None.

PREREQUISITES: Programmed for active Army component officers (01 - 05), NCOICs (subcommunity program managers) and civilian personnel (GS7 and above) who are currently assigned or being assigned to managerial positions within ACS. Selectees must have no less than 12 months retainability in the position. Obligated service: None. Security clearance: None.

SCOPE: To provide the skills and knowledge essential for the successful mission accomplishment of the ACS, or similar organization, through instruction in program planning, administration, management, protocol, budgeting, and the delivery of human services in response to the community needs.

COURSE LENGTH:	Peacetime	Mobilization
	3 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 50

BEST COPY AVAILABLE

MORALE SUPPORT OFFICER COURSE

COURSE NUMBER: 7N-43C/562-F1

PURPOSE: To educate personnel on the skills and knowledges required to perform the duties of a Morale Support Officer at all levels. MOS or SSI for which trained: NONE.

PREREQUISITES: Active Army or Reserve Component officers (O1 to O5). May be waived for civilian equivalents (GS-06 and above) and senior NCO (E6 and above) who are currently assigned to or possess the necessary qualifications to hold the position. Expected position occupancy after completion of course should not be less than 12 months. Obligated service for Active Army officers: NONE. Time in service remaining after completion of course by Active Army personnel: 9 months. Security clearance required: NONE.

SCOPE: To provide education in skills and knowledges essential to the enhancement of soldier morale and welfare programs of headquarters, units,and installations, including physical activities (sports and outdoor recreation), library activities, and community and skill development activities (arts and crafts, music and theater, dependent youth activities, and recreation center).

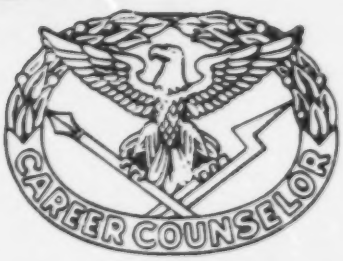
COURSE LENGTH:	Peacetime	Mobilization
	3 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 112

BEST COPY AVAILABLE

RECRUITING AND RETENTION SCHOOL



MISSION: **To train NCO's, Officers, WO's and Civilians in the skills and knowledge and techniques to man and sustain the strength of the total Army.**

BEST COPY AVAILABLE

ARMY RECRUITER COURSE

COURSE NUMBER: 501-SQI4

PURPOSE: To provide selected enlisted personnel with the skills and techniques to perform as US Army Recruiters. MOS for which trained: None. SQI 4 awarded.

PREREQUISITES: Member of Active Army or Army Reserve in grades E5 or above. Minimum GT score of 110 or ST score of 100 (no waiver). Approved by HQ, MILPERCEN in accordance with AR 601-1. Active service required after completing course: 9 months. Security clearance required: None.

SCOPE: Provides the necessary skills, knowledge, and techniques in communications, sales, and interviewing used in the recruitment of qualified men and women for the US Army.

COURSE LENGTH:	Peacetime	Mobilization
	6 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 2900

BEST COPY AVAILABLE

RECRUITMENT AND RETENTION NCO ADVANCED COURSE

COURSE NUMBER: 5-79-C42

PURPOSE: To provide selected Noncommissioned Officers with advanced leadership skills, knowledge of military subjects, and technical skills required for effective leadership of other soldiers and recruiting personnel.

PREREQUISITES: Member of the active Army in grade E6 or E7. Length of service not to exceed 17 years. DA Selection. Active Service required after completing course: IAW AR 614-20.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navigation; nuclear, biological, chemical warfare, and defensive operations in a field environment. This track includes MOS specific training in High School Programs, USAR Programs, Evaluation of Enlistment Packet, Recruiting Station Management System. Waiver Evaluation, Training Programs, Evaluation of Telephone Interview, Enlisted Evaluation System, Market Analysis and Production Review, Hometown Recruiter Aide Program, Evaluate Public Speaking Techniques of Subordinates, etc.

COURSE LENGTH:

Peacetime		Mobilization
Core	Track	None
6 Weeks,	3 Weeks	

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 322
(Includes MOS OOR, Retention NCO.)

BEST COPY AVAILABLE

RECRUITING STATION COMMANDER COURSE

COURSE NUMBER: 501-F2

PURPOSE: To train selected enlisted personnel in the skills needed to perform as the supervisor of a United States Army Recruiting Station. MOS for which trained: NONE.

PREREQUISITES: Member of Active Army or U.S. Army Reserve in grade E6-E7. Selection by United States Army Recruiting Command. Time in service remaining after completing course required of Active Army personnel: NONE.

SCOPE: Instruction includes training in recruiting, recruiting management, training, and leadership skills needed to perform successfully as a Recruiting Station Commander.

COURSE LENGTH:	Peacetime	Mobilization
	3 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 900

BEST COPY AVAILABLE

GUIDANCE COUNSELOR COURSE

COURSE NUMBER: 501-F6

PURPOSE: To train selected personnel in the skills required to perform the duties as a Guidance Counselor in the U.S. Army District Recruiting Command.

PREREQUISITES: Member of the Active Army or U.S. Army Reserve in grade E6 or E7 and qualified in MOS 00R. Security clearance required: NONE.

SCOPE: This course is a compilation of sales skills and processing techniques essential to the enlistment of persons into the Active Army, Delayed Entry Program, and the U.S. Army Reserve.

COURSE LENGTH:	Peacetime	Mobilization
	3 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 338

BEST COPY AVAILABLE

PROFESSIONAL DEVELOPMENT NCO COURSE

COURSE NUMBER: 501-F7

PURPOSE: To train US Army active duty enlisted personnel in the skills and techniques necessary to recognize training problems, determine training needs, set-up and implement training programs for US Army recruiting personnel.

PREREQUISITES: Members of the active duty in grades E6 and E7, with GT score of 110 or higher and approved in accordance with AR 601-1. No minimum time in service required. Nine months retainability after course completion. Security clearance required: Course: None; MOS: None.

SCOPE: This course provides US Army active personnel with the necessary skills, knowledge, and techniques in communications, counseling, training problems, and solutions used to raise the efficiency of US Army recruiting personnel.

COURSE LENGTH:	Peacetime	Mobilization
	4 Weeks, 3 Days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input. 249

COPY AVAILABLE

NURSE RECRUITING COURSE

COURSE NUMBER: To be determined

PURPOSE: To provide USAREC-selected enlisted recruiters with the skills and techniques to prospect, process, and commission Army Nurse Corps (ANC) officers. To train selected recruiting staff officers in the recruitment procedures for ANC officers. MOS/SSI for which trained: NONE.

PREREQUISITES: Active Army or Army Reserve in grade E-6 or E-7 with at least 1 year experience as a recruiter. Scheduled for assignment to nurse recruiting duties. Officers attending must be USAREC-selected staff officers who have a need for knowledge or nurse recruiting procedures to successfully perform their assigned duties. Active service required after completing course: None. Security clearance required: None.

SCOPE: Instruction includes training in nurse recruiting skills including communications, sales, and interviewing used in the recruitment of qualified nurses for Active and Reserve Components.

COURSE LENGTH:	Peacetime	Mobilization
	1 Week	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 175

RECRUITING OFFICER ORIENTATION COURSE

COURSE NUMBER: 7C-F13

PURPOSE: To provide selected USAREC personnel with the skills and knowledge required to perform as managers, commanders, or specialists of the U.S. Army recruiting force and mission.

PREREQUISITES: Active Army and Army Reserve officers and specified USAREC civilian employees selected for attendance by the U.S. Army Recruiting Command. Security clearance required: NONE. MOS or SSI for which trained: NONE. Service remaining requirements: 1 Year.

SCOPE: This training addresses the USAREC organizational structure and its mission, the sales procedures and tools used to achieve the mission, how the mission is programed to and accomplished by the recruiting field force, the management systems used to track and ensure mission accomplishment, and the support systems and activities provided to ensure recruiting mission accomplishment.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 420

BEST COPY AVAILABLE

ARMY RETENTION NCO COURSE

COURSE NUMBER: 501-00R30

PURPOSE: To provide selected enlisted personnel with a working knowledge of the duties of Army Retention NCOs.

PREREQUISITES: Regular Army enlisted personnel must: have a standard score of 110 or higher in aptitude area ST/GT; be in pay grade E6 or above; hold PMOS 00R (Recruiting) and have performed successfully as a field recruiter for a minimum of 3 years; be designated for occupation of a TOE/TDA position as a Retention NCO (MOS 00R); have completed 6 years of Active Federal Service (AFS) upon application and be approved by HQ MILPERCEN; have a minimum of 12 months service remaining after course completion; have a favorable National Agency Check; meet all other mandatory qualifications as prescribed by AR 601-280 and AR 611-201. Reserve Component personnel who hold PMOS 00E and are assigned full-time duties as in-service recruiters at Active Army installations or overseas commands may apply for attendance and will be approved, providing all active component training requirements can be fulfilled by HQDA. These students must maintain the same academic standards as Active Component personnel. MOS, ASI, and SQI will not be awarded to Reserve Component personnel. All students must meet height and weight criteria IAW AR 600-9 upon entering the course and pass the Army Physical Readiness Test upon course completion. Failure to achieve the latter or any other course standard will result in reclassification out of MOS 00R and reassignment in accordance with the needs of the Army.

SCOPE: Student is trained to determine and/or effect reenlistment eligibility; explain service benefits and programs; process requests for reenlistment options; apply interview/counselling techniques; apply administration training and evaluation knowledge and skills necessary to initiate and maintain a reenlistment program.

COURSE LENGTH:	Peacetime	Mobilization
	6 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 151

RECRUITMENT AND RETENTION NCO ADVANCED COURSE

COURSE NUMBER: 5-79-C42

PURPOSE: To provide selected Noncommissioned Officers with advanced leadership skills, knowledge of military subjects, and technical skills required for effective leadership of other soldiers and update the NCO and give him the additional skills in evaluating and developing solutions to problems encountered within the Army's Reenlistment Program.

PREREQUISITES: Member of the active Army in grade E6 or E7. Length of service not to exceed 17 years. DA Selection. Active Service required after completing course: IAW AR 614-200.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navigation; nuclear, biological, chemical warfare, and defensive operations in a field environment. This track includes MOS specific training in Evaluating a Reenlistment Program, Develop Alternatives and/or Possible Solutions, etc.

COURSE LENGTH:

Peacetime		Mobilization
Core	Track	None
6 Weeks, 1 Wk, 2 Days		

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 322
(Includes MOS OOR, Recruiting NCO.)

BEST COPY AVAILABLE

REENLISTMENT OFFICER COURSE

COURSE NUMBER: 7C-F17

PURPOSE: To provide selected officer personnel with an overview of the responsibilities required to perform as a unit/installation reenlistment officer. Specialty for which trained: NONE.

PREREQUISITES: Active Army officer in grades O2 through O5, assigned or programmed for assignment as a division/installation reenlistment officer, or as a senior supervisor of reenlistment personnel. Security clearance required: NONE.

SCOPE: Student is familarized with recent policies and responsibilities, as well as administrative and management knowledge and skills necessary to ensure a viable reenlistment program.

COURSE LENGTH:	Peacetime	Mobilization
	1 week	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 80

NOTE: This course will be deleted effective Fiscal Year 1987.

BEST COPY AVAILABLE

ARNG RECRUITER COURSE

COURSE NUMBER: 501-00E20-ARNG

PURPOSE: To provide enlisted personnel with the knowledge, skills, and techniques to perform as an Army National Guard Recruiter. MOS for which trained: Recruiter (00E20).

PREREQUISITES: ARNG personnel in the grades E5 through E7. Candidate for position in the FTRF. Must meet all prerequisites for Career Management Field 79 and MOS 00E as prescribed in AR 611-201. Must have 2 years of service remaining after completion of training.

SCOPE: Instruction in the various techniques of prospecting to acquire leads; selling through interviews and persuasive talks to convert leads to prospects for enlistment; administrative procedures and requirements that must be completed to effect an enlistment; and the history, features, and benefits of the ARNG.

COURSE LENGTH:	Peacetime	Mobilization
	3 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 600

BEST COPY AVAILABLE

ARNG RECRUITING ADVANCED COURSE

COURSE NUMBER: 501-F5

PURPOSE: To provide selected ARNG personnel of the Full Time Recruiting Force (FTRF) with the knowledge and skills necessary to properly supervise FTRF recruiting personnel. MOS for which trained: NONE

PREREQUISITES: Student must be a member of the FTRF. Student must be qualified in MOS 00E. The student must be in pay grade E6-E8. A favorable National Agency Check (NAC) is required. The student must have one year remaining upon completion of resident training. The final selection of students is made by the National Guard Bureau (NGB). Security clearance required: NONE. NOTE: This training is mandatory for all area NCOIC.

SCOPE: Trains supervisors in management and in areas of profrssional development. Instruction includes the specific tasks required of a recruiting supervisor; first line management techniques and procedures used in FTRF operations; tasks performed by recruiters which require training and coordination by the supervisor; and the conduct of training programs for recruiters.

COURSE LENGTH:	Peacetime	Mobilization
	1 week, 2 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 144

BEST COPY AVAILABLE

ARNG RETENTION NCO COURSE

COURSE NUMBER: 501-79D30-ARNG

PURPOSE: To train selected enlisted personnel to perform skill level 3-5 tasks and/or duty assignment tasks for Retention NCO. MOS for which trained: Retention NCO (79D30).

PREREQUISITES: Enlisted personnel in the ARNG in pay grade E5 or above (non-waivable), who will be eligible for award of MOS 79D as either their primary or secondary MOS upon completion of course. Personnel must be designated for or occupy TOE/TDA position as a Retention NCO, MOS 79D, or be designated as additional duty Retention NCO. Personnel must have six years total service (waivable to four years). The last year served must have been in an Active Army National Guard unit (nonwaivable). Minimum of twelve months service remaining after completion of course. Personnel must meet all prerequisites of MOS 79D as prescribed for Career Management Field 79 in Army Regulation 611-201. Standard score of 100 in aptitude area ST (or GT on pre-1973 test). Security clearance required: NONE.

SCOPE: Training includes current retention/attrition management theory, doctrine, and policy; conduct of unit retention awareness training and publicity efforts, evaluation of subordinate retention activities, retention interview skills, career development counseling, retention eligibility and the selected reserve incentive program.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 350

BEST COPY AVAILABLE

ARNG ADVANCED RETENTION NCO COURSE

COURSE NUMBER: 501-F12-ARNG

PURPOSE: To train Army National Guard Retention NCO in the duties, responsibilities, and skills required to perform as senior level retention NCO. MOS for which trained: NONE.

PREREQUISITES: Student must be qualified in MOS 79D. The student must be in pay grade E6 or E7. E8 may attend the course upon receiving an approved waiver from the school director. The student must have served in MOS 79D for a minimum period of 24 months but not to exceed 48 months. A favorable National Agency Check (NAC) is required. The student must have 1 year remaining upon completion of resident training.

SCOPE: This course prepares ARNG Retention NCO for the duties of supervision and management. This course will train the retention NCO in leadership skills, management skills, advanced counseling techniques employer support programs, strength data interpretations based on computer based information, training of subordinate retention personnel, and retention program supervision requirements.

SPECIAL INFORMATION: This course also serves as the technical track for MOS 79D personnel attending the Recruiting/Retention Advanced NCO Course (ANCOC).

COURSE LENGTH:

Peacetime	Mobilization
2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 65

ARNG RETENTION MANAGER COURSE

COURSE NUMBER: 7C-F19/501-F10-ARNG

PURPOSE: To train selected personnel for their role in retention: how to effectively manage the Retention NCO; how to develop/run the retention programs; and how to advise leaders on retention problems. Specialty or MOS for which trained: NONE.

PREREQUISITES: Must be a member of the U.S. Army National Guard with recommendation of the Recruiting and Retention Manager (RRM). Attendees must be in pay grades GS-09 through GS-11 or WO1 through O6 who have responsibilities in the retention arena. Sergeants major not holding PMOS 79D, who have duties/responsibilities for retention management may attend this course. Security clearance required: NONE. Active Army personnel who serve as readiness group advisors for Reserve Component retention/strength maintenance efforts may attend this training. Service remaining requirement: NONE.

SCOPE: This course includes advanced counseling techniques, employer support programs, strength data interpretations, training of subordinate retention personnel, utilization and duties/responsibilities of Retention NCO personnel, commander responsibilities in retention, and retention program supervision requirements.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 60

BEST COPY AVAILABLE

ARNG RECRUITING AND RETENTION MANAGER COURSE

COURSE NUMBER: 7C-F21

PURPOSE: To train selected Army National Guard personnel to perform as Recruiting and Retention Managers (RRM), Recruiting and Induction Officers (R&IO), and Recruiting and Retention Specialist (RRS). MOS for which trained: NONE.

PREREQUISITES: Army National Guard officer personnel in grade WO1 through O6. Personnel must be designated for or assigned as the Recruiting and Retention Manager, Recruiting and Induction Officer, or the Recruiting and Retention Specialist. Security clearance required: NONE. NOTE: This training is mandatory for all RRM, RIO and RRS.

SCOPE: This course will include market analysis, budget preparation, public speaking, advertising recruiting programs, advertising retention programs, incentive award programs, administration, conduct a meeting, coordinate/maintain liaison with other services/communities, interpersonnel management skills, coaching for performance skills, mission methodology, personnel acquisition and termination.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 45

BEST COPY AVAILABLE

USAR RETENTION NCO COURSE

COURSE NUMBER: 501-79D30-USAR

PURPOSE: To train selected enlisted personnel to perform skill level 3-5 tasks and/or duty assignment tasks for Retention NCO. MOS for which trained: Retention NCO (79D30) (Reserve Forces).

PREREQUISITES: U.S. Army Reserve enlisted personnel in grade E5 or above (nonwaivable), who will be eligible for award of MOS 79D as either their primary or secondary MOS upon completion of the course. Personnel must be designated for or occupy TOE/TDA position as Retention NCO, MOS 79D, or be designated as additional duty Retention NCO and approved for attendance by the MUSARC Retention Office. Personnel must have six years total service. The last year must have been in a U.S. Army Reserve Troop Program Unit (nonwaivable). Minimum of twelve months service remaining after completion of course. Meet all prerequisites for MOS 79D as prescribed in Career Management Field 79, AR 611-201. Standard Score of 100 in aptitude area ST (or GT on pre-1973 test). Active Component personnel who serve as Readiness Group Advisors for Reserve Component retention/strength maintenance efforts may attend this training as a functional course. Security clearance required: NONE.

SCOPE: Training focuses on the role of the Retention NCO in the battalion training environment. Training includes retention/attrition management, theory, doctrine, and policy; conduct of unit retention awareness training and publicity efforts, evaluation of subordinate retention activities, retention interview skills, career development counseling, retention eligibility and the selected reserve incentive program.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 307

BEST COPY AVAILABLE

USAR ADVANCED RETENTION NCO COURSE

COURSE NUMBER: 501-F13-USAR

PURPOSE: To train U.S. Army Reserve Retention NCO in the duties, responsibilities, and skills required to perform as senior-level Retention NCO. MOS or SSI for which trained: NONE.

PREREQUISITES: Student must be qualified in MOS 79D. The student must be in pay grade E6 or E7. Master sergeants may attend the course upon receiving an approved waiver from the school director. The student must have served in MOS 79D for a minimum period of 24 months but not to exceed 48 months. A favorable National Agency Check (NAC) is required. The student must have one year remaining upon completion of resident training.

SCOPE: This course covers USAR retention duties and responsibilities. The course will train the Retention NCO in leadership/supervisory skills, advanced counseling skills and techniques, and how to conduct retention training programs for subordinate personnel.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 165

BEST COPY AVAILABLE

U.S. ARMY RESERVE RETENTION MANAGER COURSE

COURSE NUMBER: 7C-F20/501-F11-USAR

PURPOSE: To train selected personnel for their role in retention: how to effectively manage the Retention NCO; how to develop/run the retention programs; and how to advise leaders on retention problems. Specialty or MOS for which trained: NONE.

PREREQUISITES: Must be a member of the U.S. Army Reserve with recommendation of the Retention Officer (RO)/Strength Maintenance Officer (SMO). Attendees must be in pay grades GS-09 through GS-11 or WO1 through O6 who have staff responsibility for the supervision of the retention program. Sergeants major not holding PMOS 79D, who have responsibilities for retention management may attend this course. Security clearance required: NONE. Active Army personnel who serve as readiness group advisors for Reserve Component retention/strength maintenance efforts may attend this training. Service remaining requirement: NONE.

SCOPE: This course includes commander responsibilities in retention, retention program functional responsibilities, retention program operations, utilization and duties/responsibilities of the Retention NCO, management of retention training programs, conducting employer support programs, strength data interpretations, retention program supervision requirements, basic fundamentals of eligibility for reenlistment/extension bonuses, benefits, interview/counseling skills and requirements, retention environment evaluations.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 100

BEST COPY AVAILABLE

RC IN-SERVICE RECRUITER COURSE

COURSE NUMBER: 501-F14-RC

PURPOSE: To train selected personnel to perform slill level 4-5 duty assignment tasks required of an In-Service Recruiter (ISR). To provide personnel with skills and techniques necessary to interface with the Active Army as an ISR. To perform the duties and responsibilities of the ISR in support of the Active Army Retention Mission as a first priority and the overall Reserve Forces mission. MOS for which trained: NONE.

PREREQUISITES: Reserve Component enlisted personnel in grade E7 through E9. Personnel must be designated for or assigned as an ISR. Personnel must have enough service remaining to satisfy tour requirements after completion of resident course. Security clearance required: NONE. Active Component personnel (MOS 00R) may attend the course if they are assigned as Retention NCO on installations that have transfer points and where no ISR is assigned to that installation.

SCOPE: This course will include eligibility requirements, counseling techniques, public speaking, forms and documentation, office administration, and service obligations relating to all Reserve Components.

COURSE LENGTH:	Peacetime	Mobilization
	1 week	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5670

REMARKS: FY 86 input: 36

BEST COPY AVAILABLE

SOLDIER PHYSICAL FITNESS SCHOOL

MISSION: **To develop, test, and promulgate doctrine, training development, and training relating to the Army Physical Fitness System.**

BEST COPY AVAILABLE

PHYSICAL ACTIVITIES SPECIALIST COURSE

COURSE NUMBER: 562-03C10

PURPOSE: To provide training in the management, supervision, and coordination of sports and physical activities. MOS for which trained: Physical Activities Specialist (03C10).

PREREQUISITES:

a. Active Component and Reserve Component, in pay grade E3 through E4.

b. Nine months of Active duty service remaining after completion of the course for Active Component personnel.

c. Security clearance required: Course, NONE; MOS, NONE.

d. Aptitude acre and score: ST (GT) 105.

SCOPE: Instruction will contain four major task clusters.

a. Develop and coordinate a physical conditioning program.

b. Management and operation of a physical fitness center.

c. Coordinate/manage a sports program.

d. Manage aquatic activities/programs.

COURSE LENGTH:	Peacetime	Mobilization
	6 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 192

BEST COPY AVAILABLE

ADMINISTRATIVE ADVANCED NCO COURSE

COURSE NUMBER: 5-71-C42 (MOS 03C)

PURPOSE: To provide selected personnel with advanced leadership skills, knowledge of military subjects, and communication skills required for effective leadership of other soldiers. MOS for which trained: NONE.

PREREQUISITES: Member of the Active Army in grade E6 or E7. Length of service not to exceed 17 years. Must be qualified in MOS 03C, 71C, 71D, 71E, 71L, 73C, 73D, 75B, 75C, 75D, 75E, 75F, 75Z, or 00J. Selected by DA. Active service required after completing course: 6 months. Security clearance required: NONE.

SPECIAL INFORMATION: Training for several of the MOS in CMF is tracked at varying course lengths. Course length for MOS 00J is 6 weeks, 1 day; 75Z is 10 weeks; 73C and 73D is 7 weeks, 4 days; 71C and 71L is 7 weeks, 2 days; 71D and 71E is 7 weeks; 03C is 7 weeks.

SCOPE: Advanced leadership skills, military subjects, communication skills and training management. Students will participate in combat survival training, including land navagation; nuclear, biological, chemical warfare; and defensive operations in a field environment.

COURSE LENGTH:	Peacetime	Mobilization
	7 weeks, 4 days	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 854. (Projected input by MOS was not available at time of publication.

BEST COPY AVAILABLE

MASTER FITNESS TRAINER COURSE

COURSE NUMBER: 7B-F7/562-F2

PURPOSE: To train selected NCO and officers in all aspects of the Army's total fitness system to perform as unit advisor to the commander on fitness programs and to establish and monitor both unit and individual fitness programs. MOS/SSI for which trained: PDI Z9.

PREREQUISITES: Active Army and Reserve Component with recommendation of battalion commander or equivalent. First priority will be given to NCO in grades E6 and above and officers in grades O1 through O3. Second priority will be given E4 and E5; O4 and O5. Personnel over 40 years of age must have passed a medical screen and have been actively participating in a physical training program for 90 days prior to arrival. This is a non-waiverable item. Physical profiles that limit individual participation in physical training will not be accepted. Personnel must have passed the APFT, with a minimum of 250 points, within 1 month of course attendance and pass again during the course in order to graduate. Personnel must meet minimum weight standards. A minimum of 9 months of active duty service remaining after completion of course for all military personnel. Security clearance required: NONE.

SCOPE: The science of exercise to include anatomy, physiology, body composition, exercise assessment, testing and prescription, safety, nutrition, stress management, games, current directives and regulations, and organization of unit and individual fitness programs.

LENGTH:	Peacetime	Mobilization
	4 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 1125

BEST COPY AVAILABLE

RESERVE COMPONENT MASTER FITNESS TRAINER COURSE

COURSE NUMBER: 7B-F9/562-F4-RC

PURPOSE: To train selected NCO and officers in all aspects of the Army's total fitness system to perform as unit advisor to the commander on fitness programs and to establish and monitor both unit and individual fitness programs. This course is designed for Reserve Component personnel and is offered as an additional option for those personnel who cannot attend the 4-week resident Master Fitness Trainer Course. MOS/SSI for which trained: None.

PREREQUISITES: Reserve Component with recommendation of battalion commander or equivalent. First priority will be given to NCO in grades E6 and above and officers in grades O1 through O3. Second priority will be given E4 and E5; O4 and O5. Personnel over 40 years of age must have passed a medical screen and have been actively participating in a physical training program for 90 days prior to arrival. This is a non-waiverable item. Physical profiles that limit individual participation in physical training will not be accepted. Personnel must have passed the APRT, with a minimum of 250 points, within 1 month of course attendance and pass again during the course in order to graduate. Personnel must meet minimum weight standards. A minimum of 9 months of active duty service remaining after completion of course for all military personnel. Security clearance required: None.

SCOPE: The science of exercise to include anatomy, physiology, body composition, exercise assessment, testing and prescription, safety, nutrition, stress management, games, current directives and regulations, and organization of unit and individual fitness programs.

COURSE LENGTH:	Peacetime	Mobilization
	2 Weeks	NA

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: (Not available at time of publication.)

BEST COPY AVAILABLE

PHYSICAL ACTIVITIES SPECIALIST TRANSITION COURSE

COURSE NUMBER: 562-03C10/20/30

PURPOSE: To provide training in the management, supervision, and coordination of sports and physical activities whereby 03C incumbent personnel may be retained in the 03C MOS. Specialty awarded: None.

PREREQUISITES:

a. Active Component only, E-3 through E-7, MOS 03C.

b. Nine months of active duty service remaining after completion of the course.

c. Security clearance required: None.

d. All: Students selected to attend this course must possess the following cumulative qualifications IAW approved revision to MOS 03C, classification guidance for Physical Activities Specialist, published in Change 19, AR 611-201, effective 1 March 1983.

(1) Physical profile: 111121 (111221) Waiverable

(2) Aptitude area: ST (GT) 105 Waiverable

(3) No record of information reflecting adversely on character, honesty, or integrity.

SCOPE: Instruction will include physical activities, development of coordination of a physical conditioning program, management of the operations of a physical fitness center, and coordination/management of sports programs. The study of specific job/training skills, safety concerns, management procedures, budgeting requirements, variety of fitness techniques and the necessary knowledge to run an effective fitness program for individual needs.

COURSE LENGTH:	Peacetime	Mobilization
	7 Weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: Course will be phased out after all incumbents are trained. FY 86 input: 29

BEST COPY AVAILABLE

RESERVE OFFICER TRAINING CORPS SCHOOL

MISSION: To train Commissioned and Noncommissioned Officers to perform the duties of an Area Commander, Professor of Military Science (PMS), Assistant PMS, or Cadre member in an ROTC Detachment.

BEST COPY AVAILABLE

TRADOC ROTC ORIENTATION AND ENROLLMENT PROGRAM

COURSE NUMBER: 7C-F18/500-F9

PURPOSE: To provide new ROTC Detachment cadre members the knowledge and skills necessary to perform as ROTC Enrollment Officers or Noncommissioned Officers at a host, extension center, or cross enrolled ROTC detachment located on a college or university campus. MOS or SSI for which trained: NONE.

PREREQUISITES: Active Army or Reserve Component, officers in grade of Colonel (06) and below; enlisted personnel in grade of Sergeant First Class and above. Must have a minimum of one year remaining on the assignment at the ROTC detachmant. Personnel must be selected by their respective ROTC region for attendance. Security clearance required: NONE.

SCOPE: ROTC product knowledge, sales training to include the five part selling process adapted for ROTC, marketing, retention methods, and the Leadership Assessment Program.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: 605 This course will be replaced in part by the ROTC Commander's Course and in part by the ROTC Leader's Course.

BEST COPY AVAILABLE

ROTC COMMANDER'S COURSE

COURSE NUMBER: To Be Determined

PURPOSE: To provide new ROTC detachment cadre members the knowledge and skills necessary to perform as Professors of Military Science (PMS) at a senior ROTC detachment located on a college or university campus or as an Area Commander within an ROTC region. MOS or SSI for which trained: NONE.

PREREQUISITES: Active Army or Reserve Component officers in grade of Colonel (06), Lieutenant Colonel (05), or promotable Major (04) selected for an assignment as a PMS or an Area Commander. "ust have had no more than twelve (12) months as the PMS at their ROTC detachment or in their area as an Area Commander. Personnel must be selected by their respective ROTC region and cleared by MILPERCEN for attendance. Security clearance required: NONE.

SCOPE: ROTC product orientation, marketing skills, retention methods, public relations, writing evaluation, instructor training evaluation, and the Leadership Assessment Program.

COURSE LENGTH:	Peacetime	Mobilization
	2 weeks	None

TRAINING LOCATION: To Be Determined

REMARKS: Fy 86 input: To Be Determined This course will replace, in part, the TRADOC ROTC Orientation and Enrollment Program.)

BEST COPY AVAILABLE

ROTC LEADER'S COURSE

COURSE NUMBER: 7C-F18/500-F9

PURPOSE: To provide new ROTC detachment cadre members the knowledge and skills necessary to perform as Assistant Professors of Military Science and Enrollment Officers or Noncommissioned Officers at a host, extension center, or cross enrolled ROTC detachment located on a college or university campus. MOS or SSI for which trained: NONE.

PREREQUISITES: Active Army or Reserve Component, officers in grade of Captain (03) or Major (04); enlisted personnel in grade of Sergeant First Class (E7) and above. Must have been assigned to ROTC duty for no more than 12 months. Personnel must be selected by their ROTC region with concurrence of MILPERCEN. Security clearance required: NONE.

SCOPE: ROTC product knowledge, sales training to include the five-part selling process adapted for ROTC marketing, retention methods, the Leadership Assessment Program, writing evaluation, and instructor training.

COURSE LENGTH:	Peacetime	Mobilization
	3 weeks	None

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: FY 86 input: To Be Determined. This course will replace, in part, the TRADOC ROTC Orientation and Enrollment Program.)

BEST COPY AVAILABLE

SCHOOL OF MUSIC

(US ARMY ELEMENT)

MISSION: **To train selected enlisted personnel in technical and leadership skills and in the administrative duties required of various positions in an Army Band.**

BEST COPY AVAILABLE

BANDSMAN BASIC INSTRUMENTALIST COURSE

COURSE NUMBER: 450-F1-02B10 through 02N10 02T10

PURPOSE: To train initial enlistees or retrainees or selectees as instrumentalists capable to function as members of authorized Army Bands.

PREREQUISITES: Active or Reserve Component Army enlisted personnel must have background in instrumental performance: Have been selected for training by Headquarters, Department of the Army, on basis of instrumental audition conducted in accordance with AR 601-210: or have been selected for training in accordance with section 2, chapter 2, AR 614-200 by Department of the Army: and have a minimum of 19 months remaining after course completion.

SCOPE: MOS feeder pattern: Prerequisite MOS trained in this course 02B through 02N and 02T: Skill level 10 feeds following MOSs 02B through 02N, 02T, 02P, 02Q, and 02R: Skill level 40.

COURSE LENGTH:	Peacetime	Mobilization
	23 Weeks	8 Weeks

TRAINING LOCATION: School of Music

REMARKS: Classes for COI 450-F1 are normally scheduled to convene weekly dependent upon student input. Open days prior to and following the actual instruction time will be utilized for in and out-processing. Information contained herein has been extracted from the School of Music basic course class A school curriculum as approved by the Bureau of Naval Personnel in May 1968 and includes subsequent revisions. REMARKS: FY 86 input: 375

FORCE INTEGRATION —

MANNING THE FORCE

MISSION: **To train selected personnel on how "The Army Operates" in high level staff personnel positions: to provide staff officers an understanding of the complexities and interdependence of the numerous processes and tools used to manage the Army.**

BEST COPY AVAILABLE

FORCE INTEGRATION-MANNING THE FORCE

COURSE NUMBER: 7D-F14/500-F8

PURPOSE: To train selected personnel on "how the Army operates" in high level staff personnel positions; to provide staff officers an understanding on the complexity and interdependence of the numerous processes and tools used to manage the Army. SSI/MOS for which trained: None.

PREREQUISITES: Active Army or Reserve Components commissioned officers in grades 03-06, warrant officers and civilians in equivalent grades, noncommissioned officers in grades E8 or E9. Must be assigned or scheduled for assignment in ARSTAF, MILPERCEN, SSC-NCR, MACOM staffs, TRADOC Proponency Sections, or PM/TSM Shops with manpower positions. Attendance must be approved by MILPERCEN. Must meet minimum physical fitness and weight standards. Security clearance required: None.

SCOPE: The course primarily covers the Army Planning, Programming, Budget and Execution system, the materiel acquisition system, the force structure and authorization system and the manning system, with emphasis on manpower and personnel issues throughout. The facilities planning system, Reserve Component structure, new equipment fielding and mobilization issues are also discussed. The course emphasizes the horizontal link which should occur among the Army's systems.

COURSE LENGTH:	Peacetime	Mobilization
	3 Weeks	NA

TRAINING LOCATION: United States Army Soldier Support Institute
Fort Benjamin Harrison, Indiana 46216-5590

REMARKS: This course will also be offered as a module to the AG and FI OAC.
FY 86 input: 285

BEST COPY AVAILABLE

MANPOWER AND PERSONNEL INTEGRATION (MANPRINT) ACTION OFFICER COURSE

COURSE NUMBER: To Be Determined

PURPOSE: To train personnel to function as MANPRINT action officers in combat-development, training-development, human-factors-engineering, material-acquisition, system-testing, or related operations. MOS or SSI for which trained: NONE. ASI-producing. (ASI to be determined.)

PREREQUISITES: Active Army officers in pay grades 03 or 04, warrant officers in pay grades WO1 through CW4, enlisted personnel in pay grades E7 or above, or DA civilians in grades GS-09 through GS-12, working in areas requiring knowledge of manpower, personnel, concepts doctrine, training, human factors, health, and safety as applied to the material-acquisition process. Selected DA and MACOM staff officers and representatives of industries producing new equipment/systems for the Army may also attend. Security clearance required: NONE. Service-remaining requirements: NONE.

SCOPE: Training in the domains comprising MANPRINT and their interrelationships. Total systems performance. Life Cycle Systems Management Model. Material-Acquisition Process (MAP). Early Comparability Analysis (ECA). HARDMAN Health-hazards and system-safety assessment. Human-factors engineering. Manpower and personnel acquisition. Integrated Logistics System (ILS). Test and evaluation procedures. Procurement-document preparation.

COURSE LENGTH:	Peacetime	Mobilization
	4 weeks	None

TRAINING LOCATION: Washington, D.C. area

REMARKS: FY 86 input: To Be Determined

BEST COPY AVAILABLE

MANPOWER AND PERSONNEL INTEGRATION (MANPRINT) MANAGER COURSE

COURSE NUMBER: To Be Determined

PURPOSE: To train personnel to serve as managers of combat-development, training-development, human-factors-engineering, material-acquisition, system-testing, or related operations where a knowledge of MANPRINT is required. MOS or SSI for which trained: NONE.

PREREQUISITES: Active Army personnel in pay grades O4 through O6, DA civilians in grades GS-/GM-13 through -15, or senior representatives of industries producing new equipment/systems for the Army. Attendees should be experienced in the Life Cycle Systems Management (LCSM) process. Security clearance required: NONE. Service-remaining requirement: NONE.

SCOPE: Instruction covers the integration of manpower, personnel, doctrine, training, human-factors, health, and safety into the material-acquisition process.

COURSE LENGTH:	Peacetime	Mobilization
	1 week	None

TRAINING LOCATION: Washington, D.C. area

REMARKS: FY 86 input: To Be Determined

BEST COPY AVAILABLE

AUTHORIZED ABBREVIATION	LOCAL ABBREVIATION
Actg Sp Crs	ASC
AG Off Adv Crs	AGOAC
AG Off Basic Crs	AGOBC
AG Pre-Comd Crs	AG PCC
Admin Adv NCO Crs	Admin ANCOC
Admin Adv NCO Crs	Admin ANCOC
Admin Adv NCO Crs	Admin ANCOC
Admin Adv NCO Crs	Admin ANCOC
Admin Adv NCO Crs	Admin ANCOC
Admin Adv NCO Crs	Admin ANCOC
Admin Sp BNCOC	Admin BNCOC
Admin WO Adv Crs	AWOAC
Adv Compt Crs	Adv Compt
Army Com Svc Crs	ACS
Army Com Svc Mgt Crs	ACSM
Army Recruiter Crs	ARC
Army Retention NCO Crs	Army Ret NCO
ARNG Adv Retention NCO Crs	NG Ret NCO
ARNG Recruiter Crs	NG Rectr
ARNG Rctg Adv Crs	NG Rectg Adv
ARNG Rctg & Retention Mgr Crs	NG Rectg & Ret Mgr
ARNG Retention Mgr Crs	NG Ret Mgr Crs
ARNG Retention NCO Crs	NG Ret NCO
Bandsman Basic Inst Crs	Bandsman Basic Inst Crs

BEST COPY AVAILABLE

COURSE TITLE/PROPONENT SCHOOL

Accounting Specialist Course (Fin Sch)
Adjutant General Officer Advanced Course (AG Sch)
Adjutant General Officer Basic Course (AGOBC)
Adjutant General Pre-Command Course (AG Sch)
Administrative Advanced NCO Course, MOS 03C (SPFS)
Administrative Advanced NCO Course, MOS 71C and MOS 71L (AG Sch)
Administrative Advanced NCO Course, MOS 71D and MOS 71E (AG Sch)
Administrative Advanced NCO Course, MOS 73C and MOS 73D (Fin Sch)
Administrative Advanced NCO Course, MOS 75B, MOS 75C, MOS 75D, MOS 75E, MOS 75F, and MOS 75Z (AG Sch)
Administrative Advanced NCO Course, MOS 00J (Com Actv Sch)
Administrative Specialist Basic NCO Course (AG Sch)
Administrative Warrant Officer Advanced Course (AG Sch)
Advanced Comptrollership Course (Fin Sch)
Army Community Service Course (Com Actv Sch)
Army Community Service Management Course (Com Actv Sch)
Army Recruiter Course (Rctg & Retention Sch)
Army Retention NCO Course (Rctg & Retention Sch)
Army National Guard Retention NCO Course (Rctg & Retention Sch)
Army National Guard Recruiter Course (Rctg & Retention Sch)
Army National Guard Recruiting Advanced Course (Rctg & Retention Sch)
Army National Guard Recruiting and Retention Manager Course (Rctg & Retention Sch)
Army National Guard Retention Manager Course (Rctg & Retention Sch)
Army Retention NCO Course (Rctg & Retention Sch)
Bandsman Basic Instrumentalist Course (USA Elem, Sch of Music)

AUTHORIZED ABBREVIATION	LOCAL ABBREVIATION
Bn S1 Crs	BN S1
Central Actg Off Crs	CAO
Club Mgt Crs	Club Mgt
Cmpt/Mach Op BNCOC	CMO BNCOC
Cmpt/Mach Op Crs	CMO Crs
DAS3 (D/C) Op Crs	DAS3 74D
DAS3 (D/C) Software Crs	DAS3 74F
DPE Op Adv NCO Crs	74D/F ANCOC
DPCA/G1 Crs	DPCA
Executive Admin Asst Crs	Ex Adm Asst
Fin Off Adv Crs	FOAC
Fin Off Basic Crs	FOBC
Fin Off Adv Crs (Nonresident/Resident)	FOAC (Nonres/Res)
Fin Sp BNCOC	FS BNCOC
Fin Sp Crs	FSC
Fin Mgt (Non-US) Crs	FM Non US
Force Intgr-Man the Force	FI/MTF
Guidn Counselor Crs	Guid Coun
JUMPS-Army Mgt Tng Crs	JAM
Legal Sp BNCOC	LS BNCOC
Legal Sp Crs	LSC
MANPRINT Act Off Crs	MANPRINT Act Off Crs
MANPRINT Mgr Crs	MANPRINT Mgt Crs
Master Fitness Tnr Crs	MFT
Mil Actg Crs	MAC
Mil Compt Crs	MCC
MILPO BNCOC	MILPO BNCOC

BEST COPY AVAILABLE

COURSE TITLE/PROPONENT SCHOOL

Battalion S1 Course (Com Actv Sch)
Central Accounting Officer Course (Fin Sch)
Club Management Course (Com Actv Sch)
Computer/Machine Operator BNCOC (Cmpt Sci Sch)
Computer/Machine Operator Course (Cmpt Sci Sch)
DAS3 (D/C) Operator Course (Cmpt Sci Sch)
DAS3 (D/C) Software Course (Cmpt Sci Sch)
Data Processing Equipment Operations Advanced NCO Course (Cmpt Sci Sch)
Director of Personnel and Community Affairs (DPCA)/ G1 Course (Com Actv Sch)
Executive Administrative Assistant Course (AG Sch)
Finance Officer Advanced Course (Fin Sch)
Finance Officer Basic Course (Fin Sch)
Finance Officer Advanced Course (Nonresident/Resident) (Fin Sch)
Finance Specialist Basic NCO Course (Fin Sch)
Finance Specialist Course (Fin Sch)
Financial Management (Non-US) Course (Fin Sch)
Force Intergration-Manning the Force (FI/MTF)
Guidance Counselor Course (Rctg & Retention Sch)
JUMPS-Army Management Training Course (Fin Sch)
Legal Specialist Basic NCO Course (AG Sch)
Legal Specialist Course (AG Sch)
Manpower and Personnel Integration (MANPRINT) Action Officer Course (FI/MTF)
Manpower and Personnel Integration (MANPRINT) Manager Course (FI/MTF)
Master Fitness Trainer Course (SPFS)
Military Accounting Course (Fin Sch)
Military Comptrollership Course (Fin Sch)
Military Personnel Office BNCOC (AG Sch)

AUTHORIZED ABBREVIATION	LOCAL ABBREVIATION
Mil Pers Off/Pers Tech Crs	MPO
Morale Spt Off Crs	MSO
Nurse Rctg Crs	Nurse Rctg Crs
Pers Admin (Non-US) Crs	PA Non-US
Pers Admin Sp BNCOC	PAS BNCOC
Pers Admin Sp Crs	PASC
Pers Info Sys Mgt Sp BNCOC	PISM BNCOC
Pers Info Sys Mgt Sp Crs	PISM
Pers Mgt Sp Crs	PMS
Pers Sr Sgt Crs	PSS
Physical Actv Sp Crs	PAS
Physical Actv Sp Trns Crs	PAS (T)
Planning, Prog & Bud Sys Crs	PPBS
Pstl Op Crs	Post Opns
Pstl Supv Crs	Post Supv
Prof Dev NCO Crs	PDNCO
Prog/Anal BNCOC	PAC BNCOC
Prog/Anal Crs	PAC
RC In-Svc Recruiter Crs	RC In-Svc Rctr Crs
Rctg Off Orien Crs	Rctg Off Orien Crs
Rctg Sta Cdr Crs	Sta Cdr
Recruitment & Retention NCO Adv Crs	R&R ANCOC
Recruitment & Retention NCO Adv Crs	R&R ANCOC
Reenl Off Crs	Reenl Off Crs

BEST COPY AVAILABLE

COURSE TITLE/PROPONENT SCHOOL

Military Personnel Officer/Personnel Technician Course (AG Sch)
Morale Support Officer Course (Com Actv Sch)
Nurse Recruiting Course (Rctg & Retention Sch)
Personnel Administration (Non-US) Course (AG Sch)
Personnel Administration Specialist Basic NCO Course (AG Sch)
Personnel Administration Specialist Course (AG Sch)
Personnel Information System Management Specialist Basic NCO Course (AG Sch)
Personnel Information System Management Specialist Course (AG Sch)
Personnel Management Specialist Course (AG Sch)
Personnel Senior Sergeant Course (AG Sch)
Physical Activities Specialist Course (AG Sch)
Physical Activities Specialist Transition Course (SPFS)
Planning, Programing and Budgeting Systems Course (Fin Sch)
Postal Operations Course (AG Sch)
Postal Supervisor Course (AG Sch)
Professional Development NCO Course (Rctg & Retention Sch)
Programmer/Analyst Basic NCO Course (Cmpt Sci Sch)
Programmer/Analyst Course (Cmpt Sci Sch)
Reserve Component In-Service Recruiter Course (Rctg & Retention Sch)
Recruiting Officer Orientation Course (Rctg & Retention Sch)
Recruiting Station Commander Course (Rctg & Retention Sch)
Recruitment and Retention NCO Advanced Course (MOS OOR, Recruiting NCO) (Rctg & Retention Sch)
Recruitment and Retention NCO Advanced Course (MOS OOR, Retention NCO) (Rctg & Retention Sch)
Reenlistment Officer Course (Rctg & Retention Sch)

BLANK PAGE

BLANK PAGE

BLANK PAGE

AUTHORIZED ABBREVIATION	LOCAL ABBREVIATION	COURSE TITLE/PROPONENT SCHOOL
RC Master Fitness Trainer Crs	MFT RC	Reserve Component Master Fitness Trainer Course (SPFS)
Resr Mgt Intern Crs	Resr Mgt Intern Crs	Resource Management Intern Course (Fin Sch)
ROTC Cdr Crs	ROTC Cdr Crs	Reserve Officer Training Corps Commander's Course (ROTC Sch)
ROTC Ldr Crs	ROTC Ldr Crs	Reserve Officer Training Corps Leader's Course (ROTC Sch)
SIDPERS Cmpt Tml Op Crs	SIDPERS	SIDPERS Computer Terminal Operations Course (AG Sch)
Sys Automation Crs	Sys Auto	Systems Automation Course (Cmpt Sci Sch)
TRADOC ROTC Orien & Enrl Prog	ROTC	TRADOC Reserve Officer Training Corps Orientation and Enrollment Program (ROTC Sch)
Tvl Clk Crs	Tvl Clk	Travel Clerk Course (Fin Sch)
Tvl Supv Crs	Tvl Supv	Travel Supervisor Course (Fin Sch)
USAR Adv Retention NCO Crs	USAR Adv Ret NCO	U.S. Army Reserve Advanced Retention NCO Course (Rctg & Retention Sch)
USAR Retention Mgr Crs	USAR Ret Mgr	U.S. Army Reserve Retention Manager Course (Rctg & Retention Sch)
USAR Retention NCO Crs	USAR Ret NCO	U.S. Army Reserve Retention NCO Course (Rctg & Retention Sch)

SCHOOL ABBREVIATION	SCHOOL TITLE
AG Sch	Adjutant General School
Com Actv Sch	Community Activity School
Cmpt Sci Sch	Computer Science School
Fin Sch	Finance School
FI/MTF	Force Integration - Manning the Force
ROTC Sch	ROTC School
Rctg & Retention Sch	Recruiting and Retention School
USA Elem, Sch of Music	U.S. Army, Element, School of Music
SPFS	Soldier Physical Fitness School

BEST COPY AVAILABLE

100

* U.S. GOVERNMENT PRINTING OFFICE: 1986 - 642-071